



M. A. SAHIB, *et al.*

**The Fiji Fertility Survey:
A Critical Commentary -
Appendices**

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The World Fertility Survey is an international research programme whose purpose is to assess the current state of human fertility throughout the world. This is being done principally through promoting and supporting nationally representative, internationally comparable, and scientifically designed and conducted sample surveys of fertility behaviour in as many countries as possible.

The WFS is being undertaken, with the collaboration of the United Nations, by the International Statistical Institute in cooperation with the International Union for the Scientific Study of Population. Financial support is provided principally by the United Nations Fund for Population Activities and the United States Agency for International Development.

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The views expressed in the Occasional Papers are
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The Fiji Fertility Survey:

A Critical Commentary on
Administration and Methodology -
Appendices

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The appendices which follow consist of some of the documentation used in carrying out the Fiji Fertility Survey, a pilot exercise for the World Fertility Survey. They form part of the report (issued as Occasional Paper No. 15) prepared by the Fiji Bureau of Statistics on the problems encountered in carrying out the survey.

The report was prepared by: M.A. Sahib, Government Statistician and the National Survey Director, now Economics Affairs Officer, ESCAP, Bangkok; N.B. Navunisaravi, Statistician; R. Chandra, Assistant Statistician; and J.G. Cleland, Family Planning Evaluator, Fiji Medical Department, now a senior research associate, WFS Professional Centre, London.

Contents

Appendix 1: Fiji Fertility Survey Questionnaire	5
Appendix 2: Manual of Instructions for Enumerators (abbreviated)	47
Appendix 3: Supervisors' Addendum to the Instruction Manual	90
Appendix 4: Instructions to Listers	102
Special Instructions for Listing Supervisors	111
Appendix 5: Manual of Instructions for Editors	113
Appendix 6: Coding Manual (illustrative pages only)	121
Coding Sheets	125
Short List of Codes	130
Appendix 7: Extracts from Statistics Ordinance	138
Oath of Secrecy	140
Appendix 8: Programme for Enumerator Training	141
Training Test	143
Appendix 9: Deployment Plan for Supervisors and Enumerators (illustrative pages only)	147
Re-Interview Sheet	149
Sheet for Summarizing Response Rates for Each Area.	150



Appendix 1

IDENTIFICATION NUMBER					
Sample Area		Household		Line	

FIJI FERTILITY SURVEY 1974

BUREAU OF STATISTICS,
P.O. Box 2024,
Suva, FIJI.

CONFIDENTIAL

IDENTIFICATION NUMBER					
Sample Area		Household		Line	

Date of Interview	/	/1974
Interviewed by	
Whether Tape-Recorded	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Checked by Supervisor	
Coded by	
Coding Checked by	

FIJI FERTILITY SURVEY 1974

House No. & Road/Street
Town/Village/Settlement
District
Tikina
Province

This Survey is being conducted by the Bureau of Statistics,
Government of Fiji, under provisions of Statistics Ordinance (Cap. 54)

Bureau of Statistics,
P.O. Box 2024,
Suva, FIJI.

OUTCOME OF MAIN INTERVIEW	
No eligible woman	<input type="checkbox"/>
Completed	<input type="checkbox"/>
Started but not completed	<input type="checkbox"/>
Failed to find address	<input type="checkbox"/>
Failed to Contact	<input type="checkbox"/>
Refusal	<input type="checkbox"/>
Reasons for not completing	
.....	
.....	

Bureau of Statistics,
Suva,
FIJI.

January, 1974.

Dear Respondent,

The Fiji Fertility Survey, to which this questionnaire relates, is a part of the world wide project to collect information on human population and its reproductive trends. The project is being undertaken in conjunction with the United Nations World Population Year 1974. Through the information gathered it will be possible for demographers, social scientists, planners and administrators to gauge population growth in the future so that social and economic developments can be encouraged to achieve a better standard of living for every one.

I seek your participation in this project which is being conducted under overall supervision of the Government of Fiji. You are requested to give whatever information is asked of you. Your co-operation will be highly appreciated.

Let me also emphasise that whatever you say will be regarded as highly confidential information and will not be divulged to anyone. Women in 5,000 other households throughout Fiji are also being asked the same questions, and all answers will be summarised in such a manner that no details about any woman will be available to anyone else.

Thank you for your interest.

Cordially yours,

M.A. Sahib
Government Statistician.

TO THE ENUMERATORS:

Have you — read the letter on the opposite page to the respondent where necessary?

- explained who you are and for whom you work?
- explained the purpose of the Fiji Fertility Survey?
- explained what is expected of the respondent?
- stressed that information given will be treated as highly confidential?
- told the respondent that you have not come to give advise of any kind, but have come merely to collect information on her personal and family background and child bearing?

Now you are reminded that

- In the Household Questionnaire on pages 4 and 5, you have to list everyone present in the household last night, including visitors, and also the regular members of the household who were away temporarily.
- the main Fertility Questionnaire commencing on page 6 must be completed for all ever-married women aged 15 to 49 years who were present in the household last night.
- you have your Manual of Instruction to which you must refer in case of any doubt about the meaning of a question and also before recording a doubtful or ambiguous answer.

IJI FERTILITY SURVEY 1974

HOUSEHOLD SCHEDULE

NAME Write the full names of all persons who stayed in the house last night, including usual members of the household and temporary visitors. Also include usual members of the household who are temporarily absent. (1)	RELATIONSHIP What is the relationship of this person to the head and/or other member of the household? Specify line numbers e.g. "Son of 1 and 2" (2)	RESIDENCE		SEX Write M for Males F for Females (5)	AGE How old was this person at his/her last birthday? (6)
		Does this person usually live here? Yes or No (3)	Did this person stay in this house last night? Yes or No (4)		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Which of the following are found in the home:			
IS IT THERE ?		IS IT THERE ?	
1. Car	Yes/No	5. Electricity	Yes/No
2. Motorcycle/ Bicycle	Yes/No	6. Kerosene/Gas/ Electric Cooker	Yes/No
3. Radio	Yes/No	7. Sewing Machine	Yes/No
4. Refrigerator	Yes/No	8. Thatched Roof	Yes/No

FERTILITY: FOR ALL FEMALES AGED 15 YEARS AND OVER ONLY						MARITAL STATUS		RACE		Tick if women is eligible for the main Interview				
How many children has this woman borne who are now living with her?		How many children has she borne who are now living elsewhere?		How many children has she borne who have since died?		Particulars of her most recent live birth:			Has this person ever been or lived as married ? Yes or No		If yes, is he/ she now widowed (W) divorced (D) or separated (S)	Fijian Indian European Part European Pacific Is. Rotuman Chinese Other		
						Is the child still alive? Yes or No (13)	Sex? M or F (14)	Date of Birth ?						
M	F	M	F	M	F			Yr.	Mth.		(17)	(18)	(19)	(20)
														1
														2
														3
														4
														5
														6
														7
														8
														9
														10
														11
														12
														13
														14
														15
														16
														17
														18
														19
														20

FIJI FERTILITY SURVEY 1974

MAIN QUESTIONNAIRE

FOR EVER-MARRIED WOMEN AGED 15 TO 49 YEARS

SECTION 1. RESPONDENT'S BACKGROUND

101. Do you usually live in (name of town/village/settlement) ?
F: *Ko ni dau vakaitikotiko voli ga (yaca ni tauni/koro/tikotiko)?*
H: *Kia aap men hamesha rahati hain?*
- YES — SKIP TO 103
 NO

102. In which town, village, settlement do you usually live ?
F: *E vei na tauni/koro/tikotiko ko ni dau vakaitikotiko voli kina?*
H: *Aap kis village/settlement/town men hamesha rahati hain?*

THE FOLLOWING QUESTIONS RELATE TO THE TOWN/VILLAGE/SETTLEMENT WHERE THE RESPONDENT USUALLY LIVES.

103. Have you always lived in (name of town/village/settlement) since your birth?
F: *Ko a sa dau tiko voli ga e (yaca ni tauni/koro/tikotiko) mai na gauna ni nomuni sucu?*
H: *Kia aap janam se hamesha men rah chuki hai?*
- YES — SKIP TO 106
 NO

104. How many years have you lived in (name of town/village/settlement)?
F: *E vica taucoko na yabaki na dede ni nomuni vakaitikotiko e (yaca ni tauni/koro/tikotiko)?*
H: *Kitne salon se aap men rahati hai?*

.....
NUMBER OF YEARS

105. In what kind of area did you live mostly up to the age of 12? Was it in a town, a village or a settlement?

F: E vei na vanua ko ni a vakaitikotiko vakadede kina e na i matai ni 12 na yabaki ni nomuni bula? E na tauni, koro se i tikotiko?

H: 12 saal umar tak aap kaisi jagah par rahati thi? Kia woh koi town, village ya settlement tha?

- TOWN
- VILLAGE
- SETTLEMENT

106. When were you born — in what month and year?

F: E naica ko ni a sucu kina — ko ya e na vula kei na yabaki?

H: Aap ka janam din kia hai?

....., 19.....
MONTH YEAR

- DON'T KNOW

107. How old were you on your last birthday?

F: Ko ni sa yabaki vica?

H: Pichale janam din par aap ki umar kia thi?

.....YEARS

108. Have you ever attended school?

F: Ko a sa bau vuli mada e na dua na koro ni vuli?

H: Aap kabhi school gaii hai?

- YES
 - NO
 - UNRECOGNIZED SCHOOL ONLY
- } — SKIP TO 111

109. What was the highest type of school you attended?

F: Na koro ni vuli cava (primary/secondary/university) ko ni a bau vuli kina?

H: Aap kis level tak padhi hai? Jaise primary, secondary, ya university?

- PRIMARY
- SECONDARY
- UNIVERSITY/PROFESSIONAL

110. What class/form/year did you complete?

F: Na i vakatagedegede ni kalasi/fomu/yabaki cava ko a sa bau yacova?

H: Aap kitne class tak padhi hai?

CLASS

FORM

YEAR

IF CLASS 6 OR ABOVE — SKIP TO 112

111. Can you read a newspaper or magazine or a book?

F: *Ko ni rawa ni wilika e dua na niusipepa se i vola?*

H: *Kia aap koi newspaper, magazine ya book padh sakti hai?*

YES

NO — SKIP TO 113

112. Can you read and write in English?

F: *Ko ni kila na wili vola se volavola vakavavalagi?*

H: *Kia aap English men padh aur likh sakti hai?*

YES

NO

113. What is your religion?

F: *Ko ni lotu cava?*

H: *Aap kaon dharam (mazhab) manti hai?*

CATHOLIC

METHODIST

CHRISTIAN — ALL OTHER SECTS.

HINDU

ISLAM

SIKH

OTHER (SPECIFY) ...

NO RELIGION

SECTION 2. MATERNITY HISTORY

201. How many sons of your own — those you have actually given birth to — are now living with you?

F: E vica taucoko na luvemuni dina e tagane ka ra se tiko kei kemuni e na gauna oqo?

H: Aap ke apne kitne bete (sons) hain jo aap ke saath rahate hain?

..... (NUMBER)

202. And how many sons of your own are now living elsewhere? Please include any who have been given away in adoption.

F: E vica taucoko na luvemuni dina e tagane ka ra sa vakaitikotiko tani e na gauna oqo? Oqori e wiliki kina ke so na luvemu e volai me luvena e dua na wekamu se me luvedrau e dua tale na veiwatini.

H: Aur kitne bete hain jo aur kahin rahate hain? Koi ladaka jise paalne ke liye kisi aur ko de diya ho ,aap un ko bhi geen lo?

..... (NUMBER)

203. How many daughters of your own are now living with you?

F: E vica taucoko na luvemuni dina e yalewa ka ra se tiko kei kemuni e na gauna oqo?

H: Aap ke apne kitne ladakiyan (daughters) hain jo aap ke saath rahati hain?

..... (NUMBER)

204. And how many daughters of your own are now living elsewhere? Please include any who have been given away in adoption.

F: E vica taucoko na luvemuni dina e yalewa ka ra sa vakaitikotiko tani e na gauna oqo? Oqori e wilika kina ke so na luvemu e volai me luvena e dua na wekamu se me luvedrau e dua tale na veiwatini?

H: Koi ladaki aur kahin rahati hain? Unko bhi geen lo jise kisi ko paalne ke liye de diya ho ?

..... (NUMBER)

205. Have you given birth to any children who later died?

Please include any children who showed any signs of life after birth, even if they lived only a few hours.

F: E sa bau dua beka na luevmuni dina ka a sucu bula ka qai mate? Oqori e okati tale ga kina ko ira e ra a sucu bula ka qai mate ni oti wale ga e vica na auwa.

H: Aap koi bachche ko janam di jo baad men guzar gaya? Aap unko bhi geen lo jo chaha kuch hi ganto baad mar gaya ho?

YES

NO — SKIP TO 207

206. How many of your children have died?

F: E vica taucoko na i wiliwili ni luvemuni e ra sa mate?

H: Aap ke kitne bachche guzar gaye?

..... (NUMBER)

207. Just to make sure I have this correct, you have a total of living children and children who have died.

Is that correct? So you have had children altogether?

F: Me vakadeitaka ga ni sa dodonu na i tukutuku ka'u taura mai vei kemuni, na i wiliwili ni luvemuni e bula e na i wiliwili ni luvemuni e ra sa mate e E dina li o ya? Kena i balebale ni sa taucoko na i wiliwili ni luvemuni.

H: Achcha, aap ke bachche zinda hai aur guzar chuke. Kul mila kar bachche aap ko paida huye. Kia ye sahi hai?

YES

NO—PROBE & CORRECT RESPONSES

IF ONE OR MORE CHILDREN EVER BORN, SKIP TO 209. IF NO CHILDREN, CONTINUE WITH 208.

208. Are you pregnant now?

F: E vakaavei ko ni sa bukete tiko beka e na gauna oqo?

H: Kia aap ko is wakt bachcha (pregnant) hai?

YES — SKIP TO 227

NO

D.K.

} — SKIP TO 236

**ASK 209 TO 213 FOR EACH CHILD EVER BORN, BEGINNING WITH
THE FIRST. IF TWINS USE ONE LINE FOR EACH AND WRITE
"TWIN" IN 210**

	209. What name did you give your (first, second . . .) child? F: O cei na yaca ni (matai, karua . . .) ni luvemuni? H: Kia naam di thi apne (pahila, doosra . . .) bachche ko?	210. Was it a boy or a girl? F: E tagane li se yalewa? H: Kia wo ladaka tha ya ladaki?	211. What was the month and year of birth? F: Na vula kei na yabaki e a sucu kina? H: Kaon mahina aur saal men woh paida hua? IF DON'T KNOW, ESTIMATE YEARS SINCE BIRTH.	212. Is this child still living? F: E se bula tiko beka ko koya? H: Kia woh bachcha abhi zinda hai?	213. IF DEAD: How long did this child live? F: A cava na dede ni gauna e a bula voli kina? H: Woh bachcha kitne dinon tak zinda raha? IF UNDER 1 YR. WRITE IN MTHS: IF OVER 1 YR. WRITE IN YRS
1		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
2		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
3		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
4		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
5		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
6		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
7		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
8		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
9		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
10		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS

	209. What name did you give your (first, second . . .) child? F: O cei na yaca ni (matai, karua . . .) ni luvemuni? H: Kia naam di thi apne (pahila, doosra . . .) bachche ko?	210. Was it a boy or a girl? F: E tagane li se yalewa? H: Kia wo ladaka tha ya ladaki?	211. What was the month and year of birth? F: Na vula kei na yabaki e a sucu kina? H: Kaon mahina aur saal men woh paida hua ? IF DON'T KNOW, ESTIMATE YEARS SINCE BIRTH.	212. Is this child still living? F: E se bula tiko beka ko koya? H: Kia woh bachcha abhi zinda hai?	213. IF DEAD: How long did this child live? F: A cava na dede ni gauna e a bula voli kina? H: Woh bachcha kitne dinon tak zinda raha? IF UNDER 1 YR, WRITE IN MTHS: IF OVER 1 YR WRITE IN YRS
11		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
12		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
13		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
14		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
15		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
16		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
17		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
18		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
19		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS
20		<input type="checkbox"/> BOY <input type="checkbox"/> GIRL MONTH YEAR (YRS SINCE BIRTH)	<input type="checkbox"/> YES <input type="checkbox"/> NO MONTHS YEARS

214. Did you feed (name of youngest child) at the breast?
 F: E a sucu tiko li vei kemuni ko (yaca i koya ka gone duadua)?
 H: Kia aap (sab se chota bachcha ka naam) ko
 chhati ka doodh pilayi thi?
 YES
 NO — SKIP TO 216
215. For how many months did you feed (name of youngest child) at the breast?
 F: E vica beka na vula e a sucu tiko kina vei kemuni ko
 (yaca i koya ka gone duadua)?
 H: Kitne mahino tak ko chhati ka doodh pilayi?
 (NUMBER OF MONTHS)....
 STILL BREAST FEEDING
216. How many months passed after the birth of (name of youngest child) before your periods came back?
 F: E rauta beka ni vica na vula mai na gauna ka a sucu kina ko
 (yaca i koya ka gone duadua) ka qai tauvi kemuni tale na kemuni mate vakamarama?
 H:, jo sab se chhota bachcha hai, us ke paida hone ke kitne mahino
 baad aap ke period shuroo hua?
 (NUMBER OF MONTHS)
 PERIODS NOT YET COME BACK
217. For how many months after (name of youngest child) was born did you go without sexual relations?
 F: Mai na gauna a sa sucu oti kina ko (yaca i koya ka gone duadua) e rauta beka ni oti e vula vica ko ni a qai veiyacovi tale?
 H:, yane sab se chhote bachche ke baad, kitne mahino tak aap apne pati (husband) ke saath nahi soyi thi?
 (NUMBER OF MONTHS)
 NO SEXUAL RELATIONS YET
218. Do you believe a woman can get pregnant if she has sexual relations while she is still breast feeding?
 F: Ko vakabauta li ni rawa me bukete e dua na marama kevaka e rau veiyacovi tale kei watina ke se bera ni kali na gone?
 H: Kia aap bishwas karti hai ek aurat chhati se doodh pilate wakht pregnant ho sakti hai agar woh apne pati (husband) ke saath soye?
 YES
 NO
 D.K.
219. Before your first baby was born, were there any other times you were pregnant, even if only for a few months?
 F: Ni se bera ni sucu na i matai ni luvemuni, ko ni a sa bau bukete mada?
 H: Pahala (first) bachcha se pahale aap kabhi pregnant thi (bachcha ruka tha) chahe woh kuch bhi mahino ke liye ho?
 YES
 NO — SKIP TO 226
220. How many pregnancies were there before your first child was born?
 F: Ko ni a sa bukete oti vakavica ni bera ni qai sucu na i matai ni luvemuni?
 H: Kitne baar aap ko bachcha ruka tha (aap pregnant thi) aap ke pahala (first) bachcha hone se pahale
 (NUMBER)

ASK 221 TO 225 FOR EACH PREGNANCY BEFORE FIRST BIRTH

	221. What was the date that pregnancy ended? F: E na vula kei na yabaki cava beka ka mai mudu kina na nomu bukete? H: Kaon se mahina aur saal men woh bachcha kharab ho gaya (pregnancy khatam hua)?	222. (IF D.K. TO 221) How o'd were you when that pregnancy ended? F: Ko ni a sa yabaki vica e na gauna ka mai mudu kina na nomuni bukete? H: Us wakt aap ki umar kitni thi?	223. How long did that pregnancy last? F: E vica beka na vula na dede ni nomuni bukete? H: Kitne dino tak aap ko bachcha ruka tha?	224. (IF 7 MONTHS OR MORE IN 223) Did that baby show any signs of life after it was born? F: E a bau dua li na i vakatakilakila ni bu'la e raici vua na gone e na gauna e sucu oti kina? H: Jab bachcha paida hua, kia us men zinda hone ki kuch bhi nishani thi?	225. Was the child a boy or a girl? F: E a tagan beka se yale na gone? H: Ladaka thi ya ladaki?
1 MONTH YEAR YEARS MONTHS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BOY <input type="checkbox"/> GIRL
2 MONTH YEAR YEARS MONTHS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BOY <input type="checkbox"/> GIRL
3 MONTH YEAR YEARS MONTHS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BOY <input type="checkbox"/> GIRL

226. Are you pregnant now?

F: E vakaevei ko ni sa bukete tiko beka e na gauna oqo?

H: Kia aap ko is wakt bachcha (pregnant) hai?

YES

NO

D.K.

} — SKIP TO 229

227. In which month is the baby due?

F) E na vula cava beka ko ni na vakasucu kina?

H: Kis mahine men ye bachcha paida hoga?

.....(MONTH)

228. Would you prefer to have a boy or a girl?

F: *Ko ni gadreva me na tagane se yalewa na luvemuni?*

H: *Kia aap ladaka chahati hai ya ladaki?*

- BOY
 GIRL
 EITHER
- } — SKIP TO 236

229. In the interval since your last birth, have there been any times you were pregnant, even if only for a few months?

F: *Mai na maliwa ni gauna ka a sucu kina na i otioti ni luvemuni me yacova mai na gauna oqo, ko ni a bau bukete tale mada?*

H: *Aap ke akhari bachche ke baad, kia aap ko kabhi bachcha ruka tha, chahe kuch bhi mahino ke liye?*

- YES
 NO — SKIP TO 236

230. How many pregnancies were there?

F: *E vica beka na nomuni bukete vaka ko ya?*

H: *Kitne baar aap ko aise bachcha ruka (pregnant) tha?*

.....(NUMBER)

ASK 231 TO 235 FOR EACH PREGNANCY SINCE LAST BIRTH

	231. What was the date that pregnancy ended? F: <i>E na vula kei na yabaki cava beka ka mai mudu kina na nomu bukete?</i> H: <i>Kaon se mahina aur saal men woh bachcha kharab ho gaya (pregnancy khatam hua)?</i>	232. (IF D.K. TO 231) How old were you when that pregnancy ended? F: <i>Ko ni a sa yabaki vica e na gauna ka mai mudu kina na nomuni bukete?</i> H: <i>Us wakt aap ki umar kitni thi?</i>	233. How long did that pregnancy last? F: <i>E vica beka na vula na dede ni nomuni bukete?</i> H: <i>Kitne dino tak aap ko bachcha ruka tha?</i>	234. (IF 7 MONTHS OR MORE IN 233) Did that baby show any signs of life after it was born? F: <i>E a bau dua li na i vaka-takila ki bula e raici vua na gone e na gauna e sucu oti kina?</i> H: <i>Jab bachcha paida hua, kia us men zinda hone ki kuch bhi nishani thi?</i>	235. Was that child a boy or a girl? F: <i>E a tagane beka se yalewa na gone?</i> H: <i>Ladaka tha ya ladaki?</i>
1 MONTH YEAR YEARS MONTHS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BOY <input type="checkbox"/> GIRL
2 MONTH YEAR YEARS MONTHS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BOY <input type="checkbox"/> GIRL
3 MONTH YEAR YEARS MONTHS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BOY <input type="checkbox"/> GIRL

236. Have there been any other times you were pregnant, even if only for a few months (that you have not told me about)?

F: E bau dua tale mada na gauna ko ni a bukete kina ko ni se bera ni tukuna vei au?

H: Aap aur kisi wakt pregnant thi, chahe kuch bhi wahino ke liye, jo aap ne mujhe nahi bataya?

YES

NO — SKIP TO 301

237. How many pregnancies were there?

F: E vica beka na nomuni bukete vaka ko ya?

H: Kitne baar aap ko aise bachcha ruka (pregnant) tha?

(NUMBER)

ASK 238 TO 242 FOR EACH PREGNANCY NOT ALREADY RECORDED

	238. What was the date that pregnancy ended? F: E na vula kei na yabaki cava beka ka mai mudu kina na nomu bukete? H: Kaon se mahina aur saal men woh bachcha kharab ho gaya (pregnancy khatam hua)?	239. (IF D.K. TO 238) How old were you when that pregnancy ended? F: Ko ni a sa yabaki vica e na gauna ka mai mudu kina na nomuni bukete? H: Us wakt aap ki umar kitni thi?	240. How long did that pregnancy last? F: E vica beka na vula na dede ni nomuni bukete? H: Kitne dino tak aap ko (Pahala, doosara bachcha ruka tha?	241. (IF 7 MONTHS OR MORE IN 240) Did that baby show any signs of life after it was born? F: E a bau dua li na i vaka-taklakila ni buia e raici vua na gone e na gauna e sucu oti kina? H: Jab bachcha paida hua, kia us men zinda hone ki kuch bhi nishani thi?	242. Was that child a boy or a girl? F: E a tagane beka se yalewa na gone? H: Ladaka tha ya ladaki?
1MONTH YEARYEARSMONTHS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BOY <input type="checkbox"/> GIRL
2MONTH YEARYEARSMONTHS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BOY <input type="checkbox"/> GIRL
3MONTH YEARYEARSMONTHS	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> BOY <input type="checkbox"/> GIRL

SECTION 3. CONTRACEPTIVE USE

CONTRACEPTIVE METHODS	COL. (1) EVER HEARD OF	COL. (2) EVER USED
<p>301. Women use various ways to delay the next pregnancy or to avoid getting pregnant. One way is for a woman to take a pill, the oral contraceptive, everyday. Have you ever heard of this method?</p> <p>F: <i>E vuqa na marama e ra dau vakayagataká e so na ka me vakaberaberataka se tarova na nodra bukete. E dua vei ira oqori na VUANIKAU na "PILL" ka dau gunuvi e veisiga. Ko ni sa bau rogoca beka na i tatarovi oqori?</i></p> <p>H: <i>Auraten pregnancy rokne ke liye kai tarike istamaal karti, hain jaise unko bachcha nahi ruke. Ek tarika hai pill ya goli roz khana. Kiya aap is tarika ke bare men suna hai?</i></p> <p>RECORD RESPONSE IN COL. (1)</p> <p>IF YES: Have you ever used this method?</p> <p>F: <i>Ko ni sa bau taurivaka mada e na dua na gauna?</i></p> <p>H: <i>Kia aap ne is tarika ko kabhi istamaal kiya (kaam men laya) hai?</i></p> <p>RECORD RESPONSE IN COL. (2)</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>302. Another way is for a woman to have a loop or coil of plastic or metal, the intrauterine device (IUD), inserted in her womb by a doctor and left there. Have you ever heard of this method?</p> <p>F: <i>E dua tale na LUPU se na wa cowiri palasitika ka ra dau vakadarama na vuniwai ka me la'ki koto e na kato ni gone. Ko ni sa bau rogoca beka na i tatarovi oqori?</i></p> <p>H: <i>Ek aur tarika hai jab auraten loop ya coil ya IUD aise cheez apne andar doctor se rakhwa leti hain. Kia aap is ke bare men suna hai ?</i></p> <p>RECORD AS ABOVE</p> <p>IF YES: Have you ever used this method?</p> <p>F: <i>Ko ni a sa bau daramaka oti mada na i tatarovi oqori?</i></p> <p>H: <i>Kia aap ne is tarika ko istemaal kiya hai?</i></p> <p>RECORD AS ABOVE</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>302a. Some women have an injection every three months to prevent them from getting pregnant.. Have you ever heard of this method?</p> <p>F: <i>E so na marama era dau cula vakavula tolu me tarova na nodra bukete. Ko ni sa bau rogoca mada na kena oqo?</i></p> <p>H: <i>Kuch auraten har teen mahino par injection (sooi) lagwa leti hain. Kia aap ne is ke bare men suna hai?</i></p> <p>IF YES: Have you ever had such injections?</p> <p>F: <i>Ko a sa bau cula mada e na i cula ni tatarovi oqori?</i></p> <p>H: <i>Kia aap ne kabhi aisa injection lagwaya hai?</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

CONTRACEPTIVE METHODS	COL. (1) EVER HEARD OF	COL. (2) EVER USED
<p>303. Some women feed at the breast for many months, in the belief that this will help them not to become pregnant too soon again. Have you ever heard of this method?</p> <p>F: <i>E so na marama era dau vakasucumi ira tiko na luvedra e na vica vata na vula e na nodra vakabauta ni oqo e dua na sala e rawa ni vakaberaberataka na nodra bukete tale. Ko ni sa bau rogoca beka na tatarovi oqori?</i></p> <p>H: <i>Kuch auraten kai mahino tak apne bachche ko chhati ka doodh pilati hai is biswas par ki aisa karne se we jald pregnant nahi ho sakegi. Kia aap is tarika ke bare men suna hai?</i></p> <p>IF YES: Have you ever used this method?</p> <p>F: <i>Ko ni a sa bau taurivaka mada e na dua na gauna?</i></p> <p>H: <i>Kia aap ne kabhi aisa kiya hai?</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>304. Some women have an operation, called sterilization, such as having their tubes tied, in order not to have any more children. Have you heard of this method ?</p> <p>F: <i>E so na marama era SELE, ena "TUBE TIE" se na kena vesu na sala ni yaloka e ketedra me tarova vakadua na nodra vakaluvani. Ko ni sa bau rogoca na i tatarovi oqori?</i></p> <p>H: <i>Kuch auraten hospital men operation karwa leti hain jis se unko ab bachche bilkul nahi hongee. Is operation ko tube-tie ya sterilization kahate hain. Kia aap ne is tarika ke bare men suna hai?</i></p> <p>IF YES: Have you had such an operation?</p> <p>F: <i>Ko ni a sa bau sele mada e na veisele oqori?</i></p> <p>H: <i>Kiya aap ko kabhi aisa operation hua hai?</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>305. Some women go without sex for some months, so that they will not get pregnant. Have you ever heard of this method?</p> <p>F: <i>E so na marama e dau vakavula sara ga na nodra sega tu ni veiyacovi kei na watidra ka me ra kakua kina ni bukete. Ko ni a sa bau rogoca beka na i tatarovi oqori?</i></p> <p>H: <i>Kuch auraten apne pati (husband) ke saath mahino tak nahi sote hain is liye ke we pregnant na ho. Kia aap ne is tarika ke bare men suna hai?</i></p> <p>IF YES: Have you ever done this?</p> <p>F: <i>Ko a sa bau vakayacora mada na kena oqo?</i></p> <p>H: <i>Kia aap ne kabhi aisa kiya hai?</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

CONTRACEPTIVE METHODS	COL (1) EVER HEARD OF	COL (2) EVER USED
<p>306. Women may also use other methods to avoid getting pregnant, such as a diaphragm or tampon or sponge or foam tablets or jelly or cream, which they place in themselves before sex; or perhaps douching, that is, washing themselves out immediately after sex. Have you ever heard of any of these methods?</p> <p>F: <i>E so na marama era dau taurivaka na veitatarovi tale eso me vaka na nodra daramaka na i sala "CAP", na vauvau, na vutovuto se na vuanikau vuso, na jeli se kirinu ni bera na veiyacovi. Ka so tale ena nodra vakasavasavataki ira ena wai ni oti saraga na veiyacovi. Ko sa bau rogoca mada na veitatarovi oqori?</i></p> <p>H: <i>Auraten aur bhi tarika pregnancy se bachne ke liye istemaal karte hain. Jaise ke diaphragm ya sponge (Bhigi ruii) apne undar rakh lena: jelly ya cream ya ghull jane wali tablet apne undar istemaal karna; ya pati (husband) se milne ke fauran baad apne ko dho dalna. Kia aap ne in tarikon ke bare men suna hai?</i></p> <p>IF YES: Have you ever used any of these methods?</p> <p>F: <i>Ko ni a sa bau taurivaka e dua vei ira?</i></p> <p>H: <i>Kia aap ne kabhi in tarikon ko istemaal kiya hai?</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>307. There are also some methods men use so that their wives will not get pregnant. Some men wear a condom, rubber or Durex during sex. Have you ever heard of this method?</p> <p>F: <i>Eso tale na sala era dau vakayagataka na turaga me ra tarova kina na bukete nei watidra. Oqori e na nodra daramaka na RAPA e na gauna ni veiyacovi. Ko ni sa bau rogoca mada na mataqali tatarovi vakaqo?</i></p> <p>H: <i>Kuch aise bhi tarika hai jo mard istemaal karte hain jis se unki patni ko bachcha nahi ruke. Ek tarika hai jab mard rubber ya condom ya Durex istemaal karte hain? Kia aap is tarika ke bare men suna hai?</i></p> <p>IF YES: Have your husband and you ever used this method?</p> <p>F: <i>Ko drau a sa bau taurivaka mada ena dua na gauna na kena oqo?</i></p> <p>H: <i>Kia aap ke pati (husband) aur aap is tarika ko kabhi istemaal kiya hai?</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>308. Some men practice withdrawal, that is, they are careful and pull out before climax. Have you ever heard of this method?</p> <p>F: <i>Eso na turaga era dau qaqarauni ena gauna e rau sa veiyacovi tiko kina kei watina ka me kaliraki koya tani mai ena gauna sara ga sa yacovi koya kina. Ko ni sa bau rogoca mada na kena oqo?</i></p> <p>H: <i>Kuch mard apna beej (pani) bahar gira dete hain. Kiya aap ne is tarika ke bare men suna hai?</i></p> <p>IF YES: Have your husband and you ever used this method?</p> <p>F: <i>Ko drau sa bau vakayacora mada na kena oqo kei na watimu?</i></p> <p>H: <i>Kiya aap ke pati (husband) is tarika ko kabhi istemaal kiya hai?</i></p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

CONTRACEPTIVE METHODS	COL. (1) EVER HEARD OF	COL. (2) EVER USED
<p>309. Some men have an operation called vasectomy, in order that their wife will not have any more children. Have you ever heard of this method?</p> <p>F: <i>Eso na tagane era dau sele, ena veisele ka vakatokai na "VASECTOMY" se na kena vesu na sala ni yaloka me tarova na vakaluvani nei watidra? Ko ni sa bau rogoca na kena oqo?</i></p> <p>H: <i>Kuch mard operation karwa lete hain jise vasectomy ke naam se jana jata hai. Kia aap ne is ke bare men suna hai?</i></p> <p>IF YES: Has your husband had such an operation?</p> <p>F: <i>E a sa bau sele oti mada kina ko watimu?</i></p> <p>H: <i>Kia aap ke pati ko aisa operation hua hai?</i></p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>310. Some couples avoid having sex on particular days of the month when the woman is most able to become pregnant. This is called the safe period, rhythm method, ovulation or Billing's method. Have you ever heard of this method?</p> <p>F: <i>Eso na veiwatini era dau tarovi ira mai na veiyacovi e na so na tiki ni siga e na loma ni dua na vula ka nanumi ni na rawarawa kina na nodra bukete. Oqori e vakatokai na safe period, rhythm method, na ovulation se Billing's method. Ko ni sa bau rogoca mada na i tatarovi oqori?</i></p> <p>H: <i>Kuch dampati (mian-bibi) mahine ke un dino saath nahi sote jab patni (bibi) ko bachcha rukne ka dar rahata hai? Is tarika ko safe period ya rythm method ya Billing's method ke naam se bhi jana jata hai. Kia aap is ke bare men suna hai?</i></p> <p>IF YES: Have you and your husband ever done this?</p> <p>F: <i>Ko drau a sa bau vakayacora mada na kena oqo kei watimu?</i></p> <p>H: <i>Kia aap aur aap ke pati is tarike ko istemaal kiya hai?</i></p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>311. Have you ever heard of any other methods women or men use to avoid getting pregnant?</p> <p>F: <i>Ko ni bau rogoca tale tiko e so na sala ka ra dau vakayagataka na marama se turaga me tarovi se vakaberataki kina na bukete?</i></p> <p>H: <i>Kia aap aur bhi koi aisa tarika ke bare me suna hai jo aurat ya mard istemaal karte hain jis se bachcha nahi rukh sake?</i></p> <p>IF YES: Have you and your husband ever used any of these other methods so that you would not get pregnant?</p> <p>F: <i>Ko drau bau vakayagataka kei watimu na i tatarovi oqori?</i></p> <p>H: <i>Kia aap aur aap ke husband (pati) koi aisa tarika kabhi istemaal kiya hai?</i></p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>

IF ANY METHOD EVER USED, SKIP TO 313
IF NO METHOD EVER USED, CONTINUE WITH 312

312. Please think back carefully. Are you sure you have never used any of these methods?

F: *Au kerea mo ni vakananuma tale mada vakavinaka. Ko ni dina sara e na nomuni kaya ni ko ni se sega ni bau vakayagataka mada vakadua e dua vei ira na i tataróvi oqori?*

H: *Aap achchi tarah soche. Kia aap ne koi tarika kabhi bhi istemaal nahi ki?*

- NEVER USED — SKIP TO SECTION 4
- USED — CORRECT METHOD TABLE ACCORDINGLY

313. IF NEVER USED PILLS, SKIP TO 321.
IF EVER USED PILL, CONTINUE WITH 314.

314. Please think back carefully. When did you first start taking the pill? PROBE FOR YEAR AND MONTH (BEST GUESS)

F: *Vakasamataka tale mada vakavinaka se ena gauna cava sara mada ko ni a tekivu vakayagataka kina na vuanikau?*

H: *Aap achchi tarah khayal kijiye. Kab pill ya goli istemaal karna aap ne shuroo ki?*

....., 19.....
MONTH YEAR

315. For how many months after that did you take the pill before stopping?

F: *E sa bau vula vica beka na nomuni gunu vuanikau tiko ni bera ni ko ni qai muduka?*

H: *Us samaye se aap kitne mahino tak pill liya aur phir band kar diya?*

..... (MONTHS)

- NEVER STOPPED AND STILL TAKING — SKIP TO 319

316. Why did you stop taking the pill?

F: *A cava na vuna ko ni sa muduka koso kina nomuni gunu vuanikau?*

H: *Kiyon pill lena band ki?*

- SIDE EFFECTS
- RUMOURS
- BECAME PREGNANT BY ACCIDENT BECAUSE FORGOT PILL OR RAN OUT OF PILLS, ETC.
- INFORMANT AND/OR HUSBAND WANTED ANOTHER BABY
- SEPARATION (TEMPORARY OR OR PERMANENT)
- HUSBAND TOLD HER TO STOP
- OTHER (SPECIFY)

317. Did you ever start taking the pill again?

F: *E vakaevei, ko ni a sa bau tomata tale mada na gunu vuanikau mai na gauna ka a mudu koto kina?*

H: *Kabhi phir se pill lena shuroo ki?*

- YES
- NO — SKIP TO 321

318. Are you taking the pill at the moment?

F: *Ko ni vakayagataka tiko li na vuanikau ena gauna oqo?*

H: *Kia aap is wakt pill istemaal kar rahi hai?*

YES

NO — SKIP TO 321

319. How many packets of pills were bought at the last time of purchase?

F: *Ena i otioiti ni nomuni voli vuanikau, e vica na pakete ko ni a volia?*

H: *Pichale baar aap kitne packets pill kharidi thi?*

.....(NO. OF PACKETS)

DON'T KNOW/CAN'T REMEMBER

320. Where were these packets bought?

F: *A voli mai vei na vuanikau oqori?*

H: *Pill kahan se kharidi thi?*

HEALTH CENTRE

FROM NURSE OUTSIDE
HEALTH CENTRE

MOBILE CLINIC

CHEMIST

DON'T KNOW

OTHER (SPECIFY)

321. IF NEVER USED CONDOM, SKIP TO 333.

IF EVER USED CONDOM, CONTINUE WITH 322.

322. You told me that you and your husband had used condoms. Please think back carefully. When did you and your husband first start using condoms?

PROBE FOR YEAR AND MONTH. (BEST GUESS).

F: *Ko ni tukuna vei au ni dau vakayagataka na rapa ko watimu. Yalovinaka, vakasamataka sara mada vakavinaka ka tukuna mai na i matai ni gauna ko drau a vakayagataka kina kei watimu na rapa. E na yabaki cava beka oqori?*

H: *Aap ne batlaya ki aap ke pati condom (rubber, Durex) istemaal kiya. Aap achhi tarah khayal kijiye. Unho ne kab condom istemaal karna shuroo kiya?*

....., 19.....
MONTH YEAR

323. For how many months did your husband use condoms before stopping?

F: *E rauta beka ni vica na vula na nona vakayagataka tiko na rapa ko watimuni ni se bera ni mai muduka?*

H: *We kitne mahino tak condom istemaal karte rahe?*

.....(MONTHS)

NEVER STOPPED AND STILL USING
— SKIP TO 327

OTHER (SPECIFY)

324. Why did your husband stop using condoms?

F: *A cava beka na vuna ka muduka kina na taurivaki ni rapa ko watimu?*

H: *Kiyon aap ke pati condom istemaal karna band kiye?*

- INFORMANT BECAME PREGNANT BY ACCIDENT WHILE USING CONDOMS/FORGOT TO USE CONDOMS OR RAN OUT OF CONDOMS AND BECAME PREGNANT, ETC.
- INFORMANT AND/OR HUSBAND WANTED ANOTHER BABY
- SEPARATION (TEMPORARY OR PERMANANT)
- HUSBAND WANTED TO STOP
- OTHER (SPECIFY)

325. Did your husband ever start using condoms again ?

F: *E a bau tomana tale mada na nona taurivaka na rapa ko watimuni?*

H: *Kabhi phir se aap ke pati condom istemaal karna shuroo ki??*

- YES
- NO — SKIP TO 333

326. Is your husband using condoms these days ?

F: *E vakaevei, e taurivaka tiko na rapa ko watimuni ena gauna oqo ?*

H: *Kia aap ke pati is wakt condom istemaal karte hain?*

- YES
- NO — SKIP TO 333

327. Does he use a condom every time or not?

F: *E dau vakayagataka li e na veigauna kece na rapa ko koya se sega?*

H: *Kia we har baar condom istemaal karte hain?*

- EVERY TIME
- NOT EVERY TIME
- OTHER (SPECIFY)

328. Who bought the last supply of condoms?

F: *Ko cei a volia na i otioi ni kena voli na rapa?*

H: *Pichale baar aap dono men se kis ne condom kharide the ?*

- INFORMANT
- HUSBAND
- SOMEONE ELSE

329. How many condoms were bought last time?

F: *E vica beka na i wiliwili ni rapa a voli ena gauna ko ya?*

H: *Kitne condom kharide gaye the?*

(NUMBER)

- D.K.

330. Where were they bought?

F: A voli mai vei?

H: Kahan se kharide gaye the?

- HEALTH CENTRE
- NURSE OUTSIDE
HEALTH CENTRE
- MOBILE CLINIC
- CHEMIST
- SHOP OTHER
THAN CHEMIST
- D.K.
- OTHER (SPECIFY)

} — SKIP TO 333

331. Do you (or your husband) buy all your supplies of condoms from the same Health Centre?

F: E na nomudrau dau voli rapa kei watimuni e dau voli tikoga mai na dua na "Health Centre"?

H: Kiya aap (ya aap ke pati) ek hi Health Centre se sab condom kharidate hain ?

YES

NO

D.K.

} — SKIP TO 333

332. Which Health Centre is this?

F: Na Health Centre cava beka oqori?

H: Kis Health Centre se?

333. IF NEVER USED LOOP, SKIP TO 339

IF EVER USED LOOP, CONTINUE WITH 334.

334. You told me that you had used the loop. Please think back carefully. When did you first have a loop inserted? PROBE FOR YEAR AND MONTH (BEST GUESS).

F: Ko ni tukuna vei au ni ko ni a sa vakayagataka oti na lupu. Yalovinaka ka vakasamataka sara mada vakavinaka ka tukuna mai se ena gauna cava sara mada ko ni a tekivu daramaka kina na lupu. Na vula kei na yabaki cava beka oqori?

H: Aap ne batlaya ki aap loop istemaal kiye the? Aap achhi tarah khayal karen. Aap ne kab loop lagwaya tha?

MONTH , 19...
YEAR

335. For how many months after that did you wear the loop?

F: E rauta beka ni vula vica na dede ni gauna ko ni daramaka tiko kina na lupu o ya?

H: Us ke baad kitne mahino tak aap ne loop apne andar rakkha?

(MONTHS)

STILL WEARING — SKIP TO 339

336. Was the loop removed or did it fall out or what?

F: *E a qai biu tani mai na lupu o ya se a qai lutu tani ga mai vakataki koya, se vaka beka evei?*

H: *Kia loop hataya gaya ya wo khud nikal aaya?*

REMOVED

FELL OUT

BECAME PREGNANT
WITH LOOP INSIDE

OTHER (SPECIFY)

} — SKIP TO 338

337. Why was the loop removed?

F: *A cava beka na vuna e a kau tani kina na lupu?*

H: *Loop kiyon nikala gaya?*

SIDE EFFECTS

RUMOURS

INFORMANT AND/OR HUSBAND
WANTED ANOTHER BABY

SEPARATION (TEMPORARY OR
PERMANANT)

HUSBAND TOLD HER TO REMOVE IT

OTHER (SPECIFY)

338. Did you ever have another insertion of the loop?

F: *Ko a qai daramaka tale beka na lupu ena dua na gauna e muri?*

H: *Kia phir se kabhi aap ek aur loop lagwaya?*

YES

NO

339. IF NOT STERILIZED, SKIP TO SECTION 4.

IF STERILIZED, CONTINUE WITH 340

340. You told me that you have been sterilized. Did you have the operation immediately after the birth of your last child?

F: *Ko ni tukuna vei au ni ko ni a sa sele oti. A vakayacori beka vei kemuni na veisele oqori ena gauna sara ga se qai oti ga kina na nomuni vakasucu vua na i otioti ni luvemuni?*

H: *Aap ne batlaya ki aap operation (sterilization) karwaya. Kia aap aakhari baby ke fauran baad operation karwaya?*

YES — SKIP TO 342

NO

341. In what month and year did you have the operation?

F: *Ko ni nanuma rawa na vula kei na yabaki ko ni a sele kina?*

H: *Aap kab (kis mahina aur saal mer) operation karwaya?*

....., 19.....
MONTH YEAR

342. Was it a tube tie or another type of operation ?

F: *Na veisele cava beka a vakayacori vei kemuni, na kena vesu na sala ni yaloka (tube-tie) se na kena e dua tani tale?*

H: *Kia operation tube-tie tha ya aur kisam ke?*

TUBE TIE

OTHER

D.K.

343. Are you glad you had the operation so that you cannot have any more children?

F: *Ko ni marautaka li na kena vakayacori vei kemuni na veisele oqo ka ni sa tarova vaka-dua na nomuni vakaluvani?*

H: *Kia aap kush hain aap ko operation ho gaya jis se ab bachche nahi honge?*

YES — SKIP TO SECTION 4

NO

344. Why are you not glad?

F: *A cava na vuna ko ni sega ni marautaka kina?*

H: *Kiyon aap kush nahi hai?*

.....
.....

SECTION 4. FERTILITY PLANNING

(CHECK BACK TO BIRTH AND PREGNANCY HISTORY)

IF NO PREGNANCIES — SKIP TO 407

IF MORE THAN ONE PREGNANCY — SKIP TO 402

IF ONLY ONE PREGNANCY CONTINUE WITH 401

401. In the time before your pregnancy, had you or your husband been using any method so that you would not become pregnant?

F: *Ni se bera na nomu bukete, e a dua beka vei kemudrau e a bau vakayagataka e dua na sala me tarova na nomu vakaluvani?*

H: *Aap ko bachcha rukne se pahale, aap ya aap ke pati (husband) koi family planning ka tarika istemaal kiya tha jis se aap pregnant na ho?*

YES — SKIP TO 402a

NO — SKIP TO 403

402. In the interval between your two most recent pregnancies, had you or your husband been using any method so that you would not become pregnant?

F: *E na maliwa ni rua na nomuni bukete ka se qai oti koto oqo ko drau a bau vakayagataka kei watimu e dua na sala me tarovi kina na nomu bukete?*

H: *Aakhari do pregnancy ke beech, kia aap ya aap ke pati koi family planning ka tarika istemaal kiya tha?*

YES

NO — SKIP TO 403

- 402a. Which method was that?

F: *A i tatarovi ni bukete cava oqori?*

H: *Koan sa tarika?*

..... (NAME OF METHOD)

403. Had you given any thought to whether you wanted another baby?

F: *Ko a bau vakasamataka tu ni ko a via vakaluvani tale se sa sega?*

H: *Kia aap kabhi sochi thi ki aap ek aur bachcha chahenge?*

YES

NO

404. Did you want to become pregnant at that particular time?

F: *Ko a sa vinakata mo bukete e na gauna sara ga ko ya?*

H: *Kia aap chahati thi ki aap ko us samaye bachcha ruke?*

YES

DIDN'T MIND/

NEVER THOUGHT

} — SKIP TO 407

NO

405. Did you want a child later, or did you really want no more children at any time in the future?

F: *Ko a via vakaluvani tale, ia, me qai dua vakamalua, se ko a gadreva me sa rauta vaka-dua na levu ni luvemu?*

H: *Kia aap bachcha kuch dino baad chahati thi ya aap aur bachche bilkul nahi chahati thi?*

LATER — SKIP TO 407

NO MORE

406. How many children in all did you really want?

F: E vica sara mada na i wiliwili ni luvevu ko vinakata?

H: Kul mila kar aap kitne bachche chahati thi?

.....(NUMBER)

407. Do you currently have a husband?

F: Ko ni vakawati tiko e na gauna oqo?

H: Kia aap ke pati (husband) hai?

YES

NO — SKIP TO 501

408. IF CURRENTLY PREGNANT (“YES” TO 208 OR 226) — SKIP TO 422.

ALL OTHERS — CONTINUE WITH 409.

409. Some couples are unable to have any (more) children, because the wife has reached the menopause, or because one of them has been sterilized, or because of some physical or medical problem. Are you and your husband able to have another child?

F: E so na veiwatini era sega saroga ni vakaluvuni rawa tale ka ni sa yacova beka ko koya na marama na gauna me sa oti kina nona vakaluvuni se dua beka vei rau e leqa tu na yagona, se vesuki tu e na tauvi mate. E vakaevei o kemudrau, drau se rawa tiko ga ni vakaluvuni?

H: Kuch dampati (mian/bibi) bachche nahi paida kar sakte kiyon ki aurat (bibi) ki umar kaafi ho gaii hai, ya un men se kisi ko operation hua ho, ya unhe aur kisi kism ke bimari hai. Kia aap aur aap ke pati aur bachche paida kar sakte hain?

YES

D.K.

NO — SKIP TO 501

410. Are you or your husband currently using a method so that you will not become pregnant?

F: E dua beka vei kemudrau kei watimu e vakayagataka tiko e na gauna oqo e dua vei ira na i tatarovi mo ni kakua kina ni bukete?

H: Kia aap ya aap ke pati aaj-kal koi family planning ka tarika istemaal karte hain?

YES

NO — SKIP TO 412

411. What method is that?

F: A mataqali tatarovi cava beka o ya?

H: Kaon sa tarika?

.....(NAME OF METHOD)

411a. Do you think you are safe from getting pregnant while using this method?

F: Ko ni nanuma ni sa taqomaki kemuni na i tatarovi oqori ka ni sa tarova na nomuni bukete?

H: Kia aap ko yakeen (bishwas) hai ki is tarika se aap ko bachcha nahi rukega?

YES

NO

NOT SURE

411b. Are you happy with this method?

F: Ko ni marautaka li na kena vakayagutaki na kena mataqali oqo?

H: Kia aap is tarika (method) ke istemaal se kush hai?

- YES
 NO } — SKIP TO 415

412. Have you given any thought to whether you want (a) another baby?

F: Ko a bau vakasamataka tu na nomu vinakata me (dua, dua tale) na luvemu?

H: Kia aap ne kabhi is baat par khayal kiya hai ki aap ek (aur) bachcha चाहेंगे?

- YES
 NO

413. Do you and your husband intend to use any method in the future so that you will not become pregnant?

F: Ko drau bau nakita tu kei na watimu mo drau na taurivaka e na dua na gauna mai muri e dua na i tatarovi ni vakaluvani?

H: Kia aap aur aap ke pati koi family planning ka tarika kabhi istemaal karne ka irada rakhte hain?

- YES
 NO
 OTHER (SPECIFY) } — SKIP TO 414

413a. What method will that be?

F: A i tatarovi cava beka ko ya?

H: Woh kaon sa tarika (method) hoga?

.....(NAME OF METHOD)
— SKIP TO 415

414. Is the main reason you will not use a method because you yourself disapprove or your husband disapproves or both of you disapprove?

F: Na vuna levu duadua ko drau sega ni taurivaka kina e dua na i tatarovi ni vakaluvani e baleta beka ni ko iko vakataki iko ko sega ni taleitaka, se e sega ni taleitaka ko watimu, se ko drau sega ni taleitaka ruarua?

H: Aap koi tarika (method) nahi istemaal karenge is liye ki aap use nahi pasand karti, ya aap ke pati ko nahi pasand hai, ya aap dono ko us tarika nahi pasand hai ya aur bhi koi sabab hai?

- WOMAN DISAPPROVES
 HUSBAND DISAPPROVES
 BOTH DISAPPROVE
 NEITHER DISAPPROVES
 OTHER (SPECIFY)

415. Do you want to have (a) another child sometime in the future?

F: Ko ni vinakata li me (dua, dua tale) na luvemuni e na dua na gauna mai muri?

H: Kia aap ek (aur) bachcha चाहति hai kuch din baad?

- YES
 NO
 UNDECIDED } — SKIP TO 420

416. Would you prefer your next child to be a boy or a girl?

F: *Ko gadreva me yalewa se tagane na luvemu ka tarava?*

H: *Aap agla bachcha ladaka pasand karenge ya ladaki?*

- BOY
 GIRL
 EITHER

417. Would you like your next child as soon as possible?

F: *Ko vinakata li na luvemuni ka tarava e na gauna totolo duadua?*

H: *Kia aap chahengi ki aap ko agla bachcha jald se jald ho jai?*

- YES — SKIP TO 419
 NO

IF NO LIVING CHILDREN SKIP TO 419.

418. How old would you like your youngest child to be when you have your next baby?

F: *Ko vinakata me sa yabaki vica na luvemu me na qai susu na luvemu ka tarava?*

H: *Aap ke sab se chote bachche ki umar kitna ho jai jab aap agla bachcha chahengi?*

(YEARS: ACCEPT RANGE)

- UNDECIDED

419. How many children in all do you really want?

F: *E vica taucoko sara mada na i wiliwili ni luvemuni ko ni vinakata?*

H: *Kul mila kar aap kitne bachche chahate hain?*

(NUMBER: ACCEPT RANGE)

420. Do you think your husband wants you to have (a) another child sometime in the future?

F: *Ko ni kila beka ni vinakata ko vatimuni me (dua, dua tale) na luvemudrau e na dua na gauna mai muri?*

H: *Kia aap sochti hai aap ke pati ek (aur) bachcha aap se chahenge aage chal kar?*

- YES
 NO
 D.K. } — SKIP TO 501

421. How many children in all do you think he really wants?

F: *E vica sara mada na i wiliwili ni luvemudrau ko nanuma ni vinakata ko koya?*

H: *Aap kia sochti hai ki we kul kitne bachche chahenge?*

- (NUMBER: ACCEPT RANGE) } — SKIP TO 501
 D.K.

422. Have you given any thought to whether you want another baby after the one you are currently expecting?

F: *Ko ni sa bau vakasamataka tiko li me na dua tale na luvemu ni sa sucu oti o koya ko ni buketetaka tiko oqori?*

H: *Aap is baat par socha hai ki jo bachcha aap abhi expect kar rahi hai, is ke baad aap ek aur bachcha चाहेंगी?*

YES

NO

423. Do you and your husband intend to use any method in the future so that you will not become pregnant?

F: *Ko drau bau nakita tu kei na watimu mo drau na taurivaka e na dua na gauna mai muri e dua na i tatarovi ni vakaluvuni?*

H: *Kia aap aur aap ke pati koi family planning ka tarika kabhi istemaal karne ka irada rakhte hain?*

YES

NO

OTHER (SPECIFY) } — SKIP TO 425

424. What method will that be?

F: *A i tatarovi cava beka oqori?*

H: *Woh kaon sa method (tarika) hoga?*

..... (NAME OF METHOD)

— SKIP TO 426

425. Is the main reason you will not use a method because you yourself disapprove, your husband disapproves or both of you disapprove?

F: *Na vuna levu duadua ko drau sega ni taurivaka tiko kina e dua na i tatarovi ni vakaluvuni e baleta beka ni ko iko vakataka iko ko sega ni taleitaka, se e sega ni taleitaka ko watimu, se ko drau sega ni taleitaka ruarua?*

H: *Aap koi tarika (method) nahi istemaal karenge is liye ki aap use nahi pasand karte, ya aap ke pati ko nahi pasand hai, ya aap dono ko us tarika nahi pasand hai ya aur bhi koi sabab hai?*

WOMAN DISAPPROVES

HUSBAND DISAPPROVES

BOTH DISAPPROVE

NEITHER DISAPPROVES

OTHER (SPECIFY)

426. Do you want another child sometime in the future, after the one you are currently expecting?

F: *Ko ni vinakata li me na dua tale na luvemuni e na dua na gauna mai muri ni sa sucu oti o koya ko ni buketetaka tiko oqori?*

H: *Aap abhi jo bachcha expect kar rahi hain, is ke baad kia aap ek aur bachcha aage chal kar चाहेंगी?*

YES

NO

UNDECIDED } — SKIP TO 428

427. How many children in all do you really want ?

F: E vica sara mada na i wiliwili ni luvemuni ko ni vinakata ?

H: Kul mila kar aap kitne bachche chahati hain ?

.....(NUMBER: ACCEPT RANGE)

428. Do you think your husband wants you to have another child sometime in the future after the one you are currently expecting?

F: Ko ni nanuma beka ni vinakata tiko ko watimuni me na dua tale na luvemudrau ni sa sucu oti o koya ko ni buketetaka tiko oqori?

H: Is bachche ke baad jo aap abhi expect kar rahi hai, kia aap sochti hai ke aap ke pati ek aur bachcha chahenge?

YES

NO

D.K.

} — SKIP TO 501

429. How many children in all do you think he really wants?

F: E vica sara mada na i wiliwili ni luvemudrau ko ni nanuma ni vinakata ko koya?

H: Aap kia sochti hai ke we kul kitne bachche chahenge ?

.....(NUMBER: ACCEPT RANGE)

D.K.

SECTION 5 — WORK HISTORY

501. Have you at any time in your life done any work which earned you money ?
F: *E bau dua beka na gauna e na nomu bula ko a cakacaka ka rawa i lavo mai kina?*
H: *Kia aap ne abhi tak koi kaam kiya hai jis se aap ko kuch aamdani mila?*
- YES
 NO — SKIP TO SECTION 6

502. Did you work for money before you were first married ?
F: *Ko ni a sa bau cakacaka i lavo mada ni bera na nomuni tiko vakawati ?*
H: *Kiya aap shadi se pahale paise ke liye kaam ki thi?*
- YES
 NO

IF NO BIRTHS, SKIP TO 505. ALL OTHERS CONTINUE WITH 503.

503. Did you work for money between the time you were married and the birth of your first child ?
F: *E na maliwa ni gauna ko a vakawati kina ki na gauna ka d sucu kina na i matai ni luve-mudrau, ko ni a bau cakacaka i lavo mada kina ?*
H: *Aap ke shaadi aur pahala bachcha ke beech, kia aap paise ki liye kaam ki thi ?*
- YES
 NO

504. Have you worked for money since the birth of your first child ?
F: *Ko ni a bau cakacaka i lavo li mai na gauna a sa sucu oti kina na i matai ni luvemuni ?*
H: *Pahala bachche ke baad kia aap ne paise ke liye kaam ki hai ?*
- YES
 NO — SKIP TO 506

505. Have you worked for money in the last 12 months?
F: *Ko ni a bau cakacaka i lavo li e na loma ni 12 na vula ka sa qai oti wale ga oqo ?*
H: *Kia pichale 12 mahino men aap paise ke liye kaam ki hai ?*
- YES
 NO

ASK 506 TO 510 ABOUT CURRENT OR MOST RECENT WORK

506. Some people work in the house where they live, others work on the family farm, others work away from home. Where do (did) you work ?
F: *E so era dau cakacaka ka rawa i lavo tu ga e na vale ka ra vakaitikotiko kina, ka so era dau cakacaka ga e na nodra i teitei vakavuvale, ka so tale era dau la'ki cakacaka e na dua na vanua ka yawa mai nodra vale. E vei (ko ni, ko ni a) cakacaka kina ?*
H: *Kuch log ghar par hi paise ke liye kaam karte hain, kuch bahar ja kar karte hain, aur kuch apne rishtedaron ke kheton men ya business men kaam karte hain. Aap ne kahan kaam ki ?*
- IN OWN HOUSE
 ON FAMILY FARM
 AWAY FROM HOME

507. What is (was) your usual occupation — that is, what kind of work do (did) you do?

F: A cava na nomuni cakacaka, a ya, na mataqali cakacaka cava (ko ni, ko ni a) dau cakava?

H: Aap kaon sa kaam karthi hai (thi)?

508. Some people get paid a regular wage. Others are paid by the job done or the goods sold. How do (did) you get paid?

F: E so era cakacaka ka saumi vakamacawa se vakavula. Eso tale era saumi ga ni oti na cakacaka era vakayacora. Eso tale e rawa i lavo ga mai na veika era volitaka. E vakaavei ko i kemuni ko ni dau rawa i lavo vakacava?

H: Kuch log naukari kar ke paisa kamate hain. Kuch logon ko kaam khatam karne par paisa diya jata hai aur kuch log cheezen bech kar kamate hain? Aap ki aamdani kaisi hai (thi)?

- WAGE
- JOB DONE
- GOODS SOLD
- OTHER (SPECIFY)

509. Do (did) you work for some member of your family, or for someone else or are (were) you self-employed?

F: Ko ni (ni a) cakacaka tiko vua e dua ga na wekamuni se vua e dua tani tale se ko ni, (ni a) caka nomuni tikoga?

H: Aap ne kis ki naukari ki? Rishtedaron ki? Doosre logon ki ya apne aap ki liye?

- MEMBER OF FAMILY
- SOMEONE ELSE
- SELF-EMPLOYED
- OTHER (EXPLAIN)

510. Is (was) that usually full-time or part-time work?

F: Oqo e (e a) cakacaka-tudei se cakacaka vagauna ga?

H: Aap full-time ya part-time kaam karti hai (thi)?

- FULL-TIME
- PART-TIME
- OTHER (SPECIFY)

IF NOT CURRENTLY MARRIED (CHECK BACK TO 407), SKIP TO 703.

IF CURRENTLY MARRIED CONTINUE WITH 601.

SECTION 6. CURRENT HUSBAND'S BACKGROUND

601. Has your husband done any work in the last 12 months which earned him money?

F: E a bau cakacaka ka rawa i lavo ko watimuni e na loma ni tinikarua na vula sa oti?

H: Kia aap ke pati (husband) pichale 12 mahino men koi naukari ya aisa kaam kiya hai jis se unhe aamdani hua?

YES — SKIP TO 603

NO

602. Is he a villager, unemployed, retired or what?

F: E cakacaka tu vakoro, sega nona cakacaka, vakacegu mai na nona cakacaka se mataqali cakacaka cava e cakava?

H: Kia we ek villager yane apne liye hee kheti karte hain, ya bekaar (unemployed) hai, ya retired hai, ya aur kuch?

VILLAGER

UNEMPLOYED

RETIRED

STUDENT — SKIP TO 607

OTHER (EXPLAIN)

ASK 603 TO 605 ABOUT CURRENT OR MOST RECENT WORK

603. Does (did) he work for some member of the family, for someone else, is (was) he self-employed, or what?

F: E (e a) cakacaka tiko li vua e dua na wekana, vua e dua tani tale, se (e a) caka nona tu ga?

H: Kia we kisi rishtedaar ke liye kaam karte hain (the), ya kisi aur ke liye, ya apne liye?

SELF-EMPLOYED

MEMBER OF FAMILY

SOMEONE ELSE

OTHER (EXPLAIN) } — SKIP TO 604

603a. IF SELF-EMPLOYED: Does (did) he pay regular wages to other people who work (worked) for him?

F: E (e a) dau saumi ira na cakacaka tiko (a dau cakacaka) vua?

H: Kia we doosaron ko talab dete hain (the) jo un ke liye kaam karte hain (the)?

YES

NO

604. What is (was) his usual occupation — that is, what kind of work does (did) he do?

F: A cava e (e a) dau nona cakacaka, a ya, na mataqali cakacaka cava e (e a) dau qarava?

H: We kaon haam karte hain (the)?

605. What kind of business is (was) he in?

F: A mataqali bisinisi cava e (e a) tiko kina?

H: Un ka business ya dandha kia hai (tha)?

606. Did your husband ever attend school?

F: A bau vuli mada e na dua na koro ni vuli ko watimu?

H: Kia aap ke pati (husband) kabhi school gaye the?

YES

NO

UNRECOGNIZED
SCHOOL ONLY

} — SKIP TO 609

607. What was the highest type of school he attended?

F: A koro ni vuli cava (primary, secondary, university) e a bau vuli kina?

H: Kia unho ne primary, secondary ya university tak padahi kiya tha?

PRIMARY

SECONDARY

UNIVERSITY/PROFESSIONAL

D.K.

608. What class/form/year did he complete?

F: A i vakatagedegede ni halasi/fomu/yabaki cava e a yacova?

H: Kaon sa class ya form unho ne khatam kiya?

CLASS

FORM

YEAR

D.K.

609. What is his religion?

F: E lotu cava ko koya?

H: Un ka dharam (mazhab) kia hai?

CATHOLIC

METHODIST

CHRISTIAN — ALL OTHER SECTS.

HINDU

ISLAM

SIKH

OTHER (SPECIFY)

NO RELIGION

SECTION 7. MARRIAGE HISTORY

701. When — in what month and year — did you and your current husband start living together ?

F: *E na vula kei na yabaki cava ko drau a tekivu tiko vakawati kina kei koya na watimu oqo ?*

H: *Aap apne is pati ke saath kab se rahana shuroo kiya ?*

....., 19.....
MONTH YEAR

702. Have you been married, or have you lived as married, before ?

F: *Ko ni a sa bau vakawati mada e liu ?*

H: *Kia aap ke shadi pahale hui thi ya aap kisi ke saath shadi ke roop men rahati thi ?*

- YES
 NO — END INTERVIEW

703. How many times have you been married or lived as married altogether ?

F: *Ko ni a sa vakawati oti vakavica ?*

H: *Aap kul mila kar kitne baar shadi shuda ke roop men rah chuki hai ?*

.....(NUMBER)

ASK 704 TO 707 FOR EACH "MARRIAGE" PRIOR TO THE CURRENT ONE (IF ANY)

704. When did your (first, second . . .) marriage begin ? F: <i>A tekivu e na gauna cava na i (matai, karua . . .) ni nomuni vakawati ?</i> H: <i>Aap ki (pahali, doosari . . .) shadi kab hui thi ?</i>	Month	FIRST	SECOND	THIRD	FOURTH
	Year	19	19	19	19
705. How did that marriage end ? F: <i>A mai tini vakacava na vakawati oqori ?</i> H: <i>Kis halat men wo shadi khatam hui ?</i>	Death	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Divorce/ Separation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disertion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
706. IF DEATH : When did he die ? F: <i>E a mate ni naica ?</i> H: <i>Aap ke pati ka maut kab hua tha ?</i>	Month				
	Year	19	19	19	19
707. IF DIVORCE, SEPARATION OR DISERTION : When did you stop living together ? F: <i>E na gauna cava e mai oti kina nomudrau tiko vakawati ?</i> H: <i>Aap ka unke saath rahana kab se khatam hua ?</i>	Month				
	Year	19	19	19	19

SECTION 8. BACKGROUND OF LAST HUSBAND

801. What was your former husband's occupation — that is, what kind of work did he do ?

F: *A cakacaka cava ka tu kina ko watimu e liu (ni bera o koya ka drau qai veiwatini tiko oqo)? A ya, na cakacaka cava e a vakayacora tu ?*

H: *Aap ka pahala pati kaon sa kaam karte the ?*

802. What kind of business was he in ?

F: *Na bisinisi cava e a tu kina ?*

H: *Unka business ya dandha kia tha ?*

802a. Did he work for some member of the family, for someone else, was he self-employed, or what ?

F: *A cakacaka tu beka vua e dua na wekana, vua e dua tani tale, se a caka nona tu ga ?*

H: *Kia we rishtedaar ke liye kaam karte the ya kisi aur ke liye ya apne liye ?*

SELF-EMPLOYED

MEMBER OF FAMILY

SOMEONE ELSE

OTHER (EXPLAIN)

803. Did he ever attend school ?

F: *E a bau vuli mada e na dua na koro ni vuli ?*

H: *Kia we kabhi school gaye the ?*

YES

NO

UNRECOGNIZED
SCHOOL ONLY

D.K.

} SKIP TO 806

804. What was the highest level of school attended ?

F: *Na koro ni vuli cava (primary/secondary/university) e a bau vuli kina ?*

H: *Kia unho ne primary ya secondary ya university tak padahi ki thi ?*

PRIMARY

SECONDARY

UNIVERSITY/PROFESSIONAL

D.K.

805. What class/form/year did he complete ?

F: *Na i vakatagedegede ni kalasi/fomu/yabaki cava e a bau yacova ?*

H: *Kaon sa class ya form unho ne khatam ki thi ?*

CLASS

FORM

YEAR

D.K.

806. What was his religion ?

F: *E a lotu cava ko koya ?*

H: *Unka dharam (mazhab) kia tha ?*

CATHOLIC

METHODIST

CHRISTIAN — ALL OTHER SECTS.

HINDU

ISLAM

SIKH

OTHER (SPECIFY.....)

NO RELIGION

TO THE ENUMERATOR

Please remember

- to thank the respondent for her co-operation and interest.
- to thank her for any refreshment she or her family provided such as tea, coffee or soft-drink.
- to collect all your papers, etc. before you leave.
- to bid a polite but enthusiastic farewell.

Were any of the following adult persons present during the interview ?

Husband: YES NO

Other Adult: YES NO

(SPECIFY)

Who answered the questions relating to the husband, i.e. Section 6 ?

Husband

Respondent
herself

Approximately how long did the interview take ?

..... MINUTES

If this house is at all difficult to find, please write a description or draw a map showing how to get there ?

.....
.....
.....
.....
.....
.....
.....

Appendix 2

MANUAL OF INSTRUCTIONS FOR ENUMERATORS

(Note: This manual is abbreviated;
Chapter VI appears in the list of contents
but is omitted from the text.)

MANUAL OF INSTRUCTIONS FOR ENUMERATORS

<u>List of Contents</u>		Page
I	Aims and objectives of the Fiji Fertility Survey	1-2
II	An outline of the survey from start to finish	3-4
III	General notes on interviewing	
	1. Introduction	5
	2. Introducing yourself	6
	3. Establishing privacy	7
	4. General conduct during the interview	8-10
	5. The importance of not influencing answers	10-12
	6. Some common problems and how to overcome them	12-15
	7. Different types of question and the recording of answers	15-17
	8. Use of tape recorders	17
IV	The household schedule	
	1. Introduction	18-20
	2. Detailed notes on individual questions	20-24
	3. Translation of questions	24
V	Introduction to the main questionnaire	
	1. Eligibility for the main interview	25-26
	2. Contents	26-27
	3. Layout and skips	27
VI	Main questionnaire - notes on individual questions	
	1. Respondent's background	28-33
	2. Maternity history	33-40
	3. Contraceptive use	40-52
	4. Fertility planning	52-58
	5. Work history	58-61
	6. Current husband's background	61-63
	7. Marriage history	63-64
	8. Background of last husband	64-65
	9. Last page	65
VII	Special difficulties in the main questionnaire: checking completed questionnaires	
	1. Special difficulties	66-67
	2. Checking completed questionnaires	67-69

VIII Field work

1. Organisation of field work 70-72
2. Reaching the respondent 72-74
3. Control sheets; travel and cost records;
check lists 74-76

I AIMS & OBJECTIVES OF THE
FIJI FERTILITY SURVEY

The Fiji Fertility Survey is part of a world project - the World Fertility Survey - which has two basic aims:

- (a) To provide detailed information on fertility (i.e. the rate of child-bearing) for as many countries as possible.
- (b) To make comparisons of fertility and the factors which influence it between different countries and different parts of the world.

In fact Fiji has a specially important part to play in this international project, because the Dominion has been chosen as the first country to undertake its survey and it is hoped that the Fiji Survey may act as model for others to follow. It is for this reason that most of the money for the survey has come from overseas and it is essential that, in return, we do a first class job.

Though the survey is a part of an international project, one of the main purposes of the survey in Fiji is to assist Government departments in evaluating the success of their programmes and enable better planning for the future. The survey will be useful in the following ways:

- (1) We shall gain a much more detailed picture of fertility patterns and be able to forecast more accurately the number of new schools needed in the next five or ten years, the number of new jobs required, new health centres and hospitals to be built etc. In other words by finding out the number of babies couples are now having, we can anticipate the future needs of the population.
- (2) By asking wives whether they want more children and, if so, how many more, we can make reasonable guesses about future fertility trends (e.g. roughly how many babies will be born in 1975, 76... 1980 etc.) This again is useful for planning purposes.
- (3) By collecting information about babies and children who have died, the Medical Department will be able to evaluate its health programme and identify the areas or types of person where the greatest improvements in medical services are needed.

- (4) Similarly the information about contraceptive methods will enable the Medical Department to evaluate its family planning programme.

These are the main areas in which the survey will be of practical help to the Government. Other topics of practical importance to the Departments of Education and Labour, such as educational information and work history should also be mentioned but they are covered in less detail.

II AN OUTLINE OF THE SURVEY FROM START TO FINISH

So that you understand the importance of your job as enumerator/supervisor, we shall briefly describe the survey in all its aspects.

Preparatory work on the survey began nearly a year ago. Since then several experts from the World Fertility Survey have visited Fiji for extensive discussions on the design of the survey. By October a preliminary list of questions had been drawn up and six enumerators were recruited to conduct 200 interviews in five different areas of Viti Levu. This exercise, which we called the 'pre-test' was designed to reveal practical problems likely to be encountered in the main phase. The pre-test showed, beyond all doubt that the vast majority of women in Fiji are quite willing to be interviewed on such subjects as fertility and family planning.

After the pre-test, the sample for the main survey was drawn up. Our objective was to select about 5,000 households which would be a typical cross-section of all households in Fiji. To achieve this, we first divided the country into 400 nearly equal areas and picked at random (i.e. without favouritism) 100 of these areas. Secondly we made a list of all the households in each selected area. This listing was carried out in December by secondary school boys, working under the supervision of school teachers. Thirdly we selected - again at random - households from these lists. The average number of households selected in this way is about fifty-five per area making a total of about 5,500 households. The actual number of households selected in each area depends on various factors and varies between about 35 and 75.

We have given this bare outline of sampling procedures to stress a very important point that people to be interviewed have been selected from the entire country on a fair basis, giving everyone an equal chance of being selected. Under no circumstances is a household selected in the sample to be replaced by some other household which has not been selected : this would destroy the fairness of our sample and undermine our confidence that the sample is representative of the whole country.

We now come to the main interviewing phase with which you are concerned. It is your job to contact each selected household, fill in the household schedule and then interview all women between the ages of 15 to 49 who slept in that household the previous night and who are married or were previously married. We expect that over 5,000 such women will be

interviewed in all.

When this task is completed, the survey is by no means over. In March and April, about 500 of the women already interviewed will be visited again by the supervisors and re-interviewed. The main purpose of this exercise is to check the reliability of the answers that women gave at the first interview. For instance if answers to particular questions are different from those given the first time, we shall become very worried and may have to carry out further checks. In any case, one other type of check will be done by comparing answers to certain questions to individual records kept in Health Centres.

In addition, some 500 husbands of interviewed women will be interviewed by specially trained men.

After the completion of an interview, the recorded information has to go through a number of stages. Firstly the questionnaire is checked and corrected if necessary. Checking will be done by supervisors and by headquarter staff. Secondly the information is transferred onto specially prepared sheets. This process is called coding and will be done in Suva by specially trained staff. Lastly the sheets will be fed into a large computer in London and many figures in the form of tables showing totals, percentages, averages etc, will be produced.

All this information will then be sent back to Fiji for the writing of a report which will summarise and interpret the results and emphasize their practical implications for policy and planning. This report should be completed towards the end of this year.

From this brief description of the survey, you can see that it is a very complex, costly and lengthy operation. The part with which you are concerned, the contacting of some 5,000 households and interviewing some 5,000 women is the most important part but, at the same time, is only one of many different stages. If, for some reason, the interviewing is faulty then it means that the preparatory work has been largely wasted; all the subsequent work of coding will be largely wasted and the final report will be defective. You therefore have in front of you a very important task.

III GENERAL NOTES ON
INTERVIEWING

1. INTRODUCTION

In this section we describe how interviewing should be conducted. Four points should be stressed at the beginning, though they will be described in more detail later on in the section;

- (a) a good interview will have many of the features of a normal conversation. It should be a pleasant experience for both people; it should be as natural as possible and be conducted politely. On the other hand, interviewing differs from a normal conversation because one of the people (the interviewer) has the job of finding out and recording a long list of facts and opinion relating to the other person. This process of 'finding out and recording' must be done in a specified order and manner;
- (b) this brings us to the second point. One of the most important ways in which an interview differs from a conversation is that the interviewer must remain 'neutral'. In other words she must not reveal her own opinions or feelings about the topics in the questionnaire for this will inevitably influence the sort of answers that the other person (the respondent) will give. While interest in answers should always be shown, agreement or disagreement, approval or disapproval must never be revealed. The maintenance of 'neutrality' both in the way the written questions are read out and in the asking of subsidiary questions or probes is perhaps the most difficult part of interviewing;
- (c) careful listening is essential to good interviewing and this will require great concentration. If your attention is diverted for a moment and you fail to hear a few words this may lead to a serious error. A good memory is equally important for you must always be alert to answers that disagree with answers to earlier questions;
- (d) lastly, a good interviewer has to be an accurate and careful recorder.

2. INTRODUCING YOURSELF

The initial contact with a member of a selected household is vitally important, for unless you introduce yourself properly the informant may be suspicious or frightened and this may lead to untruthful answers. In your introduction, you must always mention the following items before proceeding to fill in the household schedule:

- (a) Who you are and for whom you are working
Tell the person your name and say that you are working for the Bureau of Statistics, which is a Government Department. Have your identity card ready and if the person looks unconvinced, show the card.
- (b) What you are doing
Explain that the Government is carrying out a survey of 5,000 households all over Fiji asking people various questions about background, their families and their opinions. The information given will help the Government to plan the future of the country. Do not mention at this stage that the main interview is partly concerned with family planning.
- (c) Confidentiality of the information
You should tell the informant that all information will be entirely confidential. No individual names will be used and all the answers will be pooled together to write a report.
- (d) What is expected of the informant
Say that first of all, you want to write down a list of all members of the household and ask a few simple questions about each of them. You can also explain that you may wish to ask further questions of any married women in the household.
- (e) You have not come to give advice
Stress that the purpose of your visit is merely to collect information and not to give advice of any kind.

If your informant asks why you have come to his or her particular household, explain that households were selected at random (like being blindfold and sticking a pin into a list) and that 50 other households in the same area have also been selected in this way. It is therefore purely a matter of chance that this particular household was chosen.

You may also find it helpful with 'difficult' informants to read out aloud or show him or her (if the person can read English) the

letter from the Government Statistician on page 2 of the questionnaire.

Be prepared to repeat and elaborate your introduction until the person appears convinced.

3. ESTABLISHING PRIVACY

When you have completed the household schedule (See Section IV for detailed instructions) and selected the eligible woman or women for the main interview (See Section V for details), you must obtain some privacy.

It is important that, wherever possible, the woman is interviewed by herself, out of the hearing of other persons because the presence of other persons during the interview may make the woman embarrassed and influence some of her answers. You should explain to her that the questions are private and confidential and ask her where is the best place for privacy (e.g. a verandah, a corner of the main room, a bedroom or a kitchen). You should also choose a place where you can both sit in comfort. If another adult, probably the husband, mother-in-law or other relative, does not 'take the hint' and leave you alone with the woman, you will need to use your tact and ingenuity in attempting to 'get rid of' the person. There are several possible ways of doing this. One way is to ask the respondent to persuade the other person to leave. Another is to explain the need for privacy to the person and ask him or her as politely as possible to leave. In some cases, you may find it useful to suggest that you will not start the interview until you are alone with the respondent; yet another possibility is to satisfy the curiosity of the other person by reading out the early questions and then saying "So now you have heard a few questions. Can you please leave us to ourselves for a little while?"; a last possibility with persistent female relatives is to leave the house and return with another enumerator or supervisor who can divert the relative while you conduct the interview.

If all these tactics fail, get as near to the informant as possible; address the questions softly to her; make it difficult for the other person to hear and ignore him or her.

If there is more than one woman in the household you must never interview them together.

Remember to repeat your introduction before starting the interview if your respondent was not present at your first introduction.

4. GENERAL CONDUCT DURING THE INTERVIEW

The success of the interview depends entirely on the respondent's willingness to help you. You must therefore be friendly, sympathetic and natural.

As far as possible, the interview should be a conversation rather than a formal interrogation. Show interest in the answers by nodding your head, saying 'I see', 'Yes', 'Uh-Ha', 'Achcha', 'Vinaka' etc. Maintain continuity and easy flow of conversation by saying, for example, "Now we have some questions about your husband" as an introduction to Section 6. If the woman gives irrelevant answers or starts to tell you her life history, do not stop her abruptly or rudely but listen to what she has to say and then steer her gently back to the original question.

Many of your respondents will be less educated and less worldly than you. They may be shy in front of you and reluctant to voice their opinions or reveal ignorance. In such cases, you must attempt to build up their confidence by a gentle and sympathetic manner. Never bully or intimidate a respondent.

On the other hand some of you may have to interview women old enough to be your mother, and this may raise slight difficulties. If challenged by the respondent with a question such as "Well, what do you know about these things?", admit that you have less personal experience but add that you have been specially trained and that your job is only to record the experience and views of other women. You can also say that you have been appointed by the Government to do this work.

Once you have gained the confidence and respect of the respondent in the first five minutes or so of the interview, you will find the vast majority will be fully co-operative. However, where you think it will be of help, do not hesitate to repeat assurances of confidentiality and to stress again the importance of the survey.

You must adhere exactly to the order of questions as written on the questionnaire. The skip instructions must be obeyed at all times, or the whole interview may be a failure.

On certain occasions however, you will find it unnecessary to ask a question because a clear and unambiguous answer to it has already been given. For instance if you ask in 101 "Do you usually live in Suva?", and receive the reply "No. I am here only for a visit. I live in Nadi", there is no need to ask 102. Simply write NADI along the dotted line in 102. Another example might be in 413 when the respondent replies "Yes. We will use pills." In this case there is no need to ask 413a.

All questions have been translated into Fijian and Hindi. A

great deal of trouble has been taken to make these translations as simple to understand and clear in meaning as possible. Indian interviewers must read out each question exactly as it is written down. If it appears that the respondent does not understand the question, repeat it again more slowly. Only if this second attempt fails, are you allowed to rephrase the question in simpler or more colloquial language. With Fijian respondents, the situation is slightly different because of the existence of distinct dialects. As you will realise, the questions are written in Bauan. The majority of respondents will understand Bauan perfectly well and, for these women, the same rules as for interviewing in Hindi apply. However some respondents in certain areas (e.g. Nadroga and Kadavu) will be less familiar with Bauan and will feel ill at ease or fail to understand the questions properly. In such cases you may use the local dialect but take care to retain the original meaning.

These rules about the precise wording of questions is not more fussiness on our part. We know from experience that apparently slight changes in wording can alter the meaning of a question and thereby alter the answer. Consider the following examples:

- (a) "Have you at any time in your life done any work which earned you money"?
- F: E bau dua na gauna e na nomu bula ko/bau cakacaka ka rawa i lavo kina?
- H: Kia aap ne abhi tak koi kaam kiya hai jis se aap ko kuch aamdani mila?"
- (b) "Have you ever done any work in your life"?
- F: Ko a bau cakava mada e dua na cakacaka e na nomu bula taucoko?
- H: Kia aap ne apne zindagi men kabhi naukari koo hai?
- (c) "You haven't ever worked, have you?"
- F: Ko se sega ni a bau cakacaka mada e na dua na gauna se vakaavei?
- H: Aap ne naukari kabhi nahi kiya hai, na?
- (d) "Have you at any time in your life had a job"?
- F: E bau dua beka na gauna ni nomuni bula ka dua tu kina na nomuni cakacaka?
- H: Kia aap ke pass kabhi koi naukari thi?
- (e) "You have earned money at some time in your life, haven't you?"
- F: Ko a bau rawa i lavo mada e na dua na gauna ni nomu bula se vakaavei?

- H: Aap apne zindagi men paisa kamaya hai, na?
- (f) "Are you doing any work which earns you money?"
- F: Ko ni cakacaka ka rawai lavo tiko se sega?
- H: Aap kuch kaam karte hain jis se aap ko paisa milta hai?
- (g) "In the past, have you done any work which earned you money?"
- F: Vakaevei e liu, ko ni a bau cakava e dua na cakacaka ka rawa i lavo mai kina?
- H: Pahale kabhi bhi aap kaam kiya hai jis se aap ko paisa mila ho?

All these questions look rather alike but each of them has a slightly different meaning or emphasis and each may yield a different answer.

It is for this reason that we insist that you adhere as closely as possible to the actual words and phrases used in the questionnaire. For unless you do this, a variety of different meanings will 'creep in' and we shall not be able to compare the answers given by different respondents.

5. THE IMPORTANCE OF NOT INFLUENCING ANSWERS

Most people are polite, especially to strangers, and they tend to give answers and create an impression which they think you will be pleased or agree with. In other words, most people modify what they say according to the type of person to whom they are talking or the opinions which they think that person holds. It is therefore extremely important that you remain absolutely neutral towards the subject matter of the interview. You must neither appear in favour nor against large families, neither in favour of nor against family planning. You should never show surprise, approval or disapproval of the woman's answer by your words, tone of voice or facial expression. You must never tell the respondent your own opinions. If she asks you, say that you will tell her at the end of the interview. If she asks your advice, tell her that you have not come to give advice but just to ask questions.

The questions are all carefully worded to be "neutral" (i.e. do not imply that one type of answer is more likely than another). If you fail to read out the complete question you may destroy this "neutrality". For example, it is a serious mistake to leave out the phrase "or a girl" in 416 and ask "Would you prefer your next child to be a boy?", or in 603 to ask "Does he work for some member of the family?". When a woman gives a vague or ambiguous answer, never assume what she means by saying "Oh, I see. I suppose you mean that..... Is that right?" for inevitably she will agree with your interpretation of her answer, even though it may be incorrect. Where you have to probe (i.e. ask further questions) to clarify an inadequate, incomplete or ambiguous answer, take great care to use questions which are "neutral".

Some useful 'neutral' probes are listed below:

- (a) "Can you tell me more about (your work, etc.)?"
 F: "E rawa ni ko vakamatatataka mada vei au na ka e baleta na (nomu cakacaka etc.)?"
 H: "Kia mujhe aap (naukari ke bare men, etc.) aur bata sakti hain?"
- (b) "Were there any other times you (were pregnant, etc.) or not?"
 F: "E bau dua tale made na gauna ko (ni a bukete kina etc.) se sega?"
 H: "Kia aap aur kabhi bhi (pregnant thi etc....) ya nahi?"
- (c) "I'm afraid that I did not quite hear what you said. Could you tell me again please?"
 F: "Vosota ni'u sega ni rogoca vinaka na ka ko ni kaya. E rawa ni ko ni tukuna tale mada?"
 H: "Maaf karna, main achchi tarah sun nahi saki. Aap zara phir se bataiye?"
- (d) "There is no hurry. Take a moment to think about it."
 F: "Kakua ni vakatotolo. Vakasamataka tale mada vakavinaka."
 H: "Koi jaldi nahi hai. Aap soch kar bataiye."
- ...
- (e) "Can you tell me how you feel about (this method etc.)?"
 F: "E rawa ni ko ni tukuna vei au na i tovo ni nomuni vakasama me baleta (na i tatarovi oqo etc.)?"
 H: "Aap ka kia khayal hai (is tarike ke bare men.....)?"
- (f) "Did he die before or after his first birthday?"
 F: "E a mate li ni se bera ni yabaki dua?"
 H: "Woh kab guzara, apne pahali janam din se pahale ya baad men?"

Incorrect types of probe include:-

- (a) "That was the only time you (were pregnant etc.) was it?"
 F: "Sa i koya wale ga oqori na gauna ko (ni a bau bukete kina etc.)"
 H: "Aap (pregnant thi.....) sirf usi baar, na?"
- (b) "I suppose you did not (practice this method etc), did you?"
 F: "Au vakabauta ni ko ni sega (ni vakayagataka tiko e dua na i tatarovi) se vakaavei?"

H: "Mere khayal se aap (ya tarika, etc.) nahi istemaal kiya hai, na?"

(c) "It was before his first birthday?"

F: "Oqori ni bera ni sa yabaki dua oti ko koya?"

H: "Kia yah us ke pahali janam din se pahale thi?"

6. SOME COMMON PROBLEMS AND HOW TO OVERCOME THEM

If interviewing was simply a matter of reading out questions and writing down answers, we would not have gone to the expense and trouble of training you for so long. In fact, interviewing is a skillful process demanding care, quick thinking, perserverence, tact and understanding.

Some of the difficulties have already been outlined above but in this section we describe some of the more common problems that you will meet during the interview and suggest ways of overcoming them. Your success as an interviewer will depend to a large extent on whether you effectively apply these suggestions:

a). Silence - You will find that some respondents will remain silent instead of answering the question. This may be caused by failure to understand the question, by shyness, by an unwillingness to give an answer or because the woman genuinely does not know the information you are asking about. When this happens, you should first repeat the question slowly and then look up expectantly and wait a few moments for the woman to speak. If she still remains silent, you must try to decide why she is not answering. If you think that the silence is caused by failure to understand, either repeat the question in a slightly different form using even simpler words or ask her directly whether she understand the question. If she says that she does not understand, then repeat the question in a simpler form. If you think that the silence is caused by shyness or embarrassment, tell her that there is no need to be shy because the information will be kept confidential and that lots of other women are being asked exactly the same question. If you appear sympathetic and understanding, this will often overcome shyness.

b). "Don't know" answers - Women will sometimes shake their heads or say 'don't know' in answer to a question. You should not automatically accept these 'don't know' responses because they are often caused not by a genuine lack of knowledge but by failure to understand, shyness, unwillingness to give an answer or because she finds the question difficult and needs time to think about the answer. As with the problem of 'silence' you will have to try to decide which of these possibilities is causing the 'don't know' answer and take appropriate action. Much will depend on the

nature of the question and some examples will illustrate various different ways of tackling a 'don't know' response.

Example 1: 334. When did you first have a loop inserted?"

If the respondent says she does not know or cannot remember you must help her to think back by such probes as "Where were you living then?", "Was it after the birth of one of your children....., Which one, how long after the birth?", "About how many years ago was it?", "How old were you then?", etc. So in this question and in most other questions concerned with dates, there are numerous ways in which you can assist the respondent to recall the date. You should probe until you are satisfied that you have obtained the most accurate answer possible.

Example 2: 215. "For how many months did you feed..... at the breast?"

Here again a 'don't know' answer is probably due to the difficulty of remembering. The best approach is to get her thinking back by saying "Was it for short time or a long time?" and "Roughly how old was..... when he/she was weaned?" Obviously the final answer you obtain may not be precisely accurate but at least it will serve as a rough idea of the length of breast-feeding.

Example 3: 404. "Did you want to become pregnant at that particular time?"

When a woman shakes her head or says 'Don't know', the real reason is probably a failure to understand because this is not an easy question. The correct tactic in this case is to repeat the question slowly. If there is still no reply, ask her whether she understands it, and if necessary re-phrase it to make the meaning more obvious.

Example 4: 419 "How many children in all do you really want?" A 'don't

know' answer to this question may well mean that the question has come rather suddenly and the woman needs time to consider her reply. The correct tactic here is to give the woman some time to think by saying: "There is no hurry. You think about it... How many children in all do you really want?" If the woman still says that she does not know, perhaps because she has never thought about it, you should try to make the question easier to understand by saying "Well, you already have (number of) children. How many more children do you think you would like?" But take care in this example, to enter the total number of children wanted and not just the additional number.

Example 5: 420. "Do you think your husband wants you to have another child,

sometimes in the future?" Here a 'don't know' answer is more likely to be a genuine case of ignorance. If the woman says clearly and convincingly that she does not know what her husband thinks then you should accept this answer and tick the 'D.K.' box. However if the woman appears hesitant or of double mind about her answer, it is worth repeating the question. You will find in the questionnaire that for questions where we anticipate genuine 'don't know' answers, we have provided 'D.K.' boxes.

c). Irrelevant Answers - Sometimes the respondent will not answer correctly but will give a roundabout or irrelevant reply. Listed below are some examples:

601. "Has your husband done any work in the last 12 months which earned him money?"

Answer "It's difficult to get a good job these days".

411b. "Are you happy with this method?"

Answer "I have tried pills before using this method but they made me sick".

415. "Do you want to have another child in the future?"

Answer "I have already got 6 children."

702. "Have you been married or have you lived as married, before?"

Answer "I used to have a boyfriend when I was working in Suva".

Though the proper answer to some of these questions is implied, you should first repeat the original question and then probe, if necessary, to obtain a relevant, definite and unambiguous answer.

d). Imprecise or Vague Answers

Many questions are concerned with dates, ages or length of time. These will frequently be difficult for the respondent to answer and she will give vague answers such as "About thirty", "Ten years ago", "For about three years". Always be suspicious of such answers, especially when the figure given is a 'convenient round number' and when the respondent replies in a vague or careless manner without apparently thinking about it. In these cases, always probe to get a more precise and reliable answer by saying "I see. Do you think you were over thirty or under thirty years of age at the time?", "I know it's difficult to remember these things but try to think back..... Was it more than 10 years ago, or less than 10 years ago?" etc.

e). Answers that are Obviously Incorrect

Occasionally you will come across answers that flatly con-

tradict each other - in other words one of them must be incorrect. For instance, a respondent may tell you that she is 36 years old (107) and later on that her first child was born in 1947 (211). This is impossible as it would mean that she was only 10 years old at the time of her first birth. In such cases, point out politely the contradiction, where possible taking the blame yourself (e.g. By saying "I'm sorry. I must have made a mistake....."), establish the truth, delete incorrect entries on the questionnaire and write in the correct answers. As the interview progresses, try to retain in your mind the more important dates and the more important facts in the woman's life so that you can be alert to inconsistent and incorrect replies. If you suspect such an error, do not hesitate to refer back to an earlier answer as a check.

f). Refusal to give an Answer - In rare cases, you may find a respondent who says she is not willing to answer a particular question because it is too personal or for some other reason. Here, you should repeat the assurances about confidentiality; point out that it is important that answers be given to each question; remind her that thousands of other women are being asked identical questions and are willing to answer them. If none of these tactics overcome her refusal, write "refused to answer" on the questionnaire and continue with the next question, for there is no way of forcing a response, and you may make her angry and unco-operative by insisting. However, when you have completed the rest of the interview it is often worth returning to the question she refused to answer and trying again to get a reply.

7. DIFFERENT TYPES OF QUESTION AND THE RECORDING OF ANSWERS

We have taken great care to make the recording of replies as simple as possible. Note that recording on the questionnaire must be done immediately. Never copy replies into a note book and fill in the questionnaire afterwards. Never leave a question that you have asked blank for we can only assume that such a blank means that you forgot to ask the question. If the answer is NONE write '0'. If the respondent refused to answer or could not give an answer write 'refused' or 'D.K.' Remember that you are allowed to write in additional comments in the margin opposite any question, if you think that these comments will be useful in understanding the replies.

(a) In many questions, all possible answers are written on the questionnaire and you have only to tick the appropriate box. These questions are called pre-coded. Take care to place your tick correctly.

	<input type="checkbox"/>	YES		<input type="checkbox"/>	YES
<u>Correct</u>	<input checked="" type="checkbox"/>	NO	<u>Incorrect</u>	<input checked="" type="checkbox"/>	NO
	<input type="checkbox"/>	D.K.		<input type="checkbox"/>	D.K.

You may occasionally receive an answer in a pre-coded question which does not appear to fit any of the boxes even after probing to the best of your ability. In such cases, write the answer on the margin and do not tick any of the boxes.

(b) In other questions you are required to write a date or a number. Write numbers with special care so that no doubt can arise later as to whether you wrote, for instance, a '3' or '5'. Where you have a date, enter the month in abbreviated capitals e.g. JAN, FEB, MARCH etc. Where you are required to write a number, you must also use the units specified on the questionnaire. For instance, in 323 "For how many months did your husband use condoms before stopping?", you may be given the answer "3 years". This must be converted to months (i.e. 36 months) before you write down the number. In a few questions you have to write down a name - the name of a village (103), the name of a child (209), the name of a Health Centre (332), or the name of a contraceptive method (402a, 411, 413a, 424). Always write these in capital letters.

(c) Some questions, which are called "open-ended" questions, do not have possible answers already written on the questionnaire but, instead, have dotted lines on which you should enter the answer. There are only six such questions (344, 507, 604, 605, 801, 802). For each of these questions, you should copy down the answer sticking closely to the actual words used by the respondent and write in the language spoken. For example an answer to 507 might be: "I worked at the Fiji hotel. Usually I was a waitress but sometimes I helped clean out the rooms".

You should resist the temptation to 'improve' the answer by phrasing it differently from the spoken answer.

(d) The last type of question has some of the possible answers already written down but also an 'OTHER (SPECIFY)': box and dotted lines on which to write a detailed answer. In these question, we anticipate that not all answers will fit the pre-coded list or there may be uncertainty about which box is most appropriate. In all such cases, you should tick

the 'OTHER (SPECIFY)' box and write in the answer, following the same rules as mentioned for 'open-ended' questions. Never force difficult answers to fit one of those written on the questionnaire but take the trouble to write it down after ticking the 'OTHER (SPECIFY)' box.

On occasions, you will need to change an answer that you have already entered. Never attempt to rub it out, but place two neat lines through it and write in the correct answer e.g. -

YES

NO

D.K.

or 1943
~~1942~~ Year

8. USE OF TAPE-RECORDERS

During training and during the survey itself some of you will be told to tape-record certain interviews. Explain to the respondent that the purpose of the tape-recorder is to check that all the answers are written down correctly. If she strongly objects to its use, do not insist.

Usually you will find it most convenient to start the recorder after you have introduced yourself but before the beginning of the household schedule. Try to sit close to the respondent and place the recorder halfway between you. Encourage her to speak up so that her voice can be heard later on the tape. Once the interview has started, do not continually remind her of the existence of the tape-recorder by fiddling with it or inspecting it. However you must give an occasional glance towards the end of interview so that you can change the spool (which runs for 1 hour) if necessary.

Once the recorder is switched on you should only stop it if there is a major interruption to the interview (e.g. the respondent goes out to make a cup of tea; the baby's food has to be prepared, etc.)

Write the Identification Number on the spool after completion, and tick the appropriate box on page 1 of the questionnaire.

IV. THE HOUSEHOLD SCHEDULE1. INTRODUCTION

You will be provided with a list of names of heads of households and their addresses. After locating the address, first you have to collect information on the household and its members. You ask questions about all people who usually live in that household and/or slept there last night. Obviously you don't include relatives who neither slept there last night nor usually live there, however "close" they may be to the household or however strong the family ties may be.

For this purpose you need a clear understanding of what a household is. First of all it is not always a "house" or a "dwelling" (though in many cases there may not be a difference between the two). Specially in urban areas you must be careful since in a single house there may be more than one household. In villages you may come across the reverse situation when people belonging to a single household live in separate buildings.

A house is a building; a household is a group of people who share certain things. A household is not always a family. Members of the household live together; often they also eat together - but not always. This latter may specially be the case with house-girls. House-girls living within the family are for our purpose members of the household because they usually live there. If there is a servant who lives in the house (maybe in separate servant quarters) she must be included in the household; if a servant lives elsewhere and comes to the household only during the day, then she is not a usual resident and must not be included in the household.

The schedule on pages 4 and 5 of the questionnaire must be completed for each household on your list. It does not matter who gives the answers provided that the person is (a) an adult, (b) a usual member of that household. However, if the head of the household is available, it is preferable that you seek

the information from him or her. If the head is unsure of certain items of information about a particular member, request to see that person and ask him/her the questions. There is no pressing need for privacy at this stage but it is advisable that you find somewhere relatively secluded so that you and your informant can concentrate.

You will note that there are twenty horizontal rows, one for each person, and twenty vertical columns for the recording of twenty items of information about each listed person. (If you come across a household with more than twenty people to list, squeeze them in at the bottom). In addition, on the top right hand side there is a box listing household possessions.

Your first task is to obtain a complete list of names and relationships in questions one and two and fill in columns three and four. You should then ask questions five to twenty for each person in turn; and finally fill in the table at top of page 5 about household possessions. Note that the questions have not been translated. Notes on translation of questions will be found at the end of this section.

The Household Schedule differs from the Main Questionnaire in that, unlike the latter, the exact phrasing which you have to use is not given. You are merely told what information is required and you have to choose your own appropriate words to obtain it.

Finally, we may clarify who is eligible for which questions. Questions 1-6 are asked of all the usual members of the household and all guests who slept there last night. Questions 7-16 on fertility are asked only for women aged 15 years or more, even for women who are 70 or 80 years old. For such women no boxes in this group of questions should be left blank, but for all other people all the boxes here should be left blank. Also note that questions 13-16 on the most recent live-birth are to be filled in the row belonging to the mother and not in the row for that

youngest child (if that child happens also to be listed).

Questions 17-18 on marriage are asked of all people, male or female, who are aged 15 years or more. Question 19 on race is asked of all people listed whatever their age. In 20 women eligible for the main interview are ticked. The box at the top does not apply to a person but to the entire household.

There may be more than one woman in a household who is eligible for the main interview. In that case use separate questionnaires for them. Of course the Household Schedule is filled only once - for additional interviews in the same household, it should be left blank. The household to which an interview belongs is identified by the IDENTIFICATION NUMBER on the cover of the questionnaire.

2. DETAILED NOTES ON INDIVIDUAL QUESTIONS

Question 1

First ask the name of the head of the household. Then write down the names etc. of all those who slept in the house last night. And then go on to ask about any other usual members of the household who did not sleep here last night.

You should write the full names of each person who stayed in the house last night AND of each person who normally lives in the house but was absent last night. Your list will therefore contain three types of person :

- (a). usual members of the household who were at home last night;
- (b). temporary visitors to the household who stayed there last night;
- (c). usual members of the household who were not at home last night.

A usual member means that the person probably regards this household as home. He either is living there at the moment or is away temporarily but will return to live there, or spends at least a night or so there every fortnight.

Even if a temporary visitor has left the household before you arrive, you should still list that person if he or she stayed there last night.

Names should be written in neat capital letters. It is not necessary to write the father's name for Indians.

You should start in Row 1 with the Head on the Household. This person will often be the main wage earner or supporter of the family, but in some cases it may be a retired man or a widow etc.

You already have the name of the head on your sample lists but before entering it on the household schedule, check that the name is spelt correctly. If some mistake has occurred and the named person is not considered by your informant to be the head, enter the 'correct' name on the schedule and make a short note on your list that the change has been made. Before doing this, however, you must make certain that you have come to the right household.

Question 2

In this column you write in abbreviated form the relationship of each listed person to the head of the household or to another member (using that person's 'line number'). With children for whom both parents are listed, refer to both parents e.g. son of 1 and 2.

Column 2 in a large household might look like this:-

- 1 head
- 2 wife of 1
- 3 son of 1 and 2
- 4 daughter of 1 and 2
- 5 mother of 1
- 6 brother of 2
- 7 wife of 6
- 8 daughter of 6 and 7
- 9 cousin of 2
- 10 nephew of 2

Question 3

The Definition of 'usual' has been given in the notes for question 1 of the Household Schedule.

Question 4 & 5

Straightforward.

Question 6

See notes for 107 in the main questionnaire. You must make at least an estimate for each listed person, and take the trouble to probe, for it is important that we obtain the most accurate possible answers. A useful probe for old people whose adult children live in the household is to ask how old they were when they gave birth to this child or children.

Question 7-16

These questions should be asked for ALL females aged 15 and over, even young girls still at school (but obviously use your tact in questioning) and women of 80 or 90 years old. Never leave a space blank but write '0' where applicable in 7-12. If the woman has had no live births draw a short horizontal line (-) in 13-16.

See notes for 201-205 in the main questionnaire. The same instructions about previous or present marriages, adoption and 'signs of life' apply. With older women take special trouble for they are more likely to forget one or more of their live births. If the woman about whom you are asking is available, it will usually be better to direct the questions to her rather than rely on the answers given by another member of the household.

Question 13-16

These questions refer to the last live birth. Do not get confused; remember that 15 and 16 do not refer to the date of birth of the woman (the mother) but to the date of her most recent live birth. In 15 you must obtain the year of birth but in 16 you may write D.K. if you still cannot obtain an answer after probing. In cases of difficulty, the best probe to establish the year of birth is to ask how old the child is now or how old he/she would be if he/she had not died, and then calculate year of birth by subtracting from 1974. Alternatively find out how much older or younger than other members of the household that child is.

Question 17 and 18

17 should be asked for all listed persons aged 15 and over. Remember to include both legal and defacto marriages. 18 should be asked only for those with a 'Yes' in column 17. If he or she is now married or living as married even though it is a second or third marriage write 'M'. Otherwise 'W', 'D' or 'S' as appropriate. Note that 'S' means 'Separated' and not 'Single'

Question 19

This question should be asked of all listed people, unless it is absolutely obvious. Remember that the head and his wife may be of different racial background.

Question 20

Put a tick against each woman who is eligible for the main interview. Details on eligibility are described in Section 5.

HOUSEHOLD POSSESSIONS TABLE

We want to find out which of the eight listed items are present in the home. It does not matter which member of the household owns them. If the item is present but is not working nor appears likely to be in working order in the future, it does not count. For each item circle the YES or NO as appropriate.

Item 2: We do not need to know whether it is a motor cycle or pedal bicycle.

Item 4: It can be an electric, gas or kerosene refrigerator.

Item 6: It does not matter which of these types of cooker is present.

Item 8: All roofs which are not thatched - e.g. corrugated iron, wood, tiled etc. - should be circled 'NO'.

A word of warning: It is very easy to forget this set of questions. The reason for this is that during filling the household schedule you proceed downwards row by row, and the end you have to remember to look at the

top right hand corner for the household possession table.

After completing the Household Schedule you should politely ask the respondent to wait for a few minutes during which you should check that you have obtained all the information required.

Before you start the main interview fill in the "line number" in the box on the front cover of the questionnaire. "Line number" is the number of the row on which the respondent for the main interview is listed on the household schedule. Note that the "line number" is a two figure number. For instance "line number 3" should be written "03".

TRANSLATION OF QUESTIONS

The questions in the Household Schedule have not been translated. However in some cases you will find similar or identical questions in the Main Questionnaire and these have been translated into Fijian and Hindi.

Below we give a list which tells you where to look for approximate translations.

<u>Household Schedule</u>	<u>Main Questionnaire</u>
Question 3 is similar/identical to	Question 101
5 " " "	210
6 " " "	107
7-12 " "	201-206
13 " "	212
14 " "	210
15-16 " "	211
17 " "	702

Please note that this list only indicates similarity between the two sets of questions: the questions are not always identical.

V. INTRODUCTION TO THE MAIN QUESTIONNAIRE1. ELIGIBILITY FOR THE MAIN INTERVIEW

After completing the Household Schedule on pages 4 and 5 you have to decide which of the females in the household are eligible for the main interview.

A person eligible for the main interview must be:

1. A female ("F" in col. 5)
2. Over 15 and under 50 years of age (in col. 6)

In other words, any one who has had her 15th birthday but has not had her 50th birthday qualifies. For example, a woman who is $49\frac{1}{2}$ years is to be included.

3. Ever married or lived as married - whether or not she now has a husband ("Yes" in col. 17)
4. One who slept in the house the night before the interview ("Yes" in col. 4).

Note that all of these conditions must be fulfilled.

There are certain cases in which condition 4 above is slightly modified. It is important that you understand these exceptions well:

- (i) If there is a member of the household who lives there usually, but happened to be away last night and has returned home by the time of the interview, she will have "YES" in col.3 and 'NO' in col. 4, but still we consider her eligible.
- (ii) If there was a guest or relative who stayed in the household last night but has now gone back to her home we do not consider her eligible. You need not chase after her for a detailed interview. Note that if the guest has gone out from this house only for the day and is going to be back later, she is eligible for the main interview.
- (iii) Occasionally, you may find a woman who satisfies all the 4 eligibility conditions

but is European and is not a Citizen of Fiji such women we do not regard her eligible. So if an European woman is on your Household Schedule, ask her if she is a Fiji citizen. If 'Yes', interview her; if 'No', do not interview her.

Where these exceptional cases occur, you must make a note on the top of the Household Schedule describing the circumstances.

For example you could write:

"03 - interviewed because already back from last night's visit away".

"05 - guest left this morning, therefore not eligible"

"04 - European, NOT citizen of Fiji, therefore not eligible".

The first comment above indicates that the woman who is listed in line 3 of the household schedule is eligible even though she did not sleep there last night. The second indicates that the woman who is listed in row 5 is not eligible even though she was there last night. The third comment indicates that the European woman who, though she satisfies the 4 eligibility conditions, is not a citizen of Fiji and hence is not eligible.

In these last two cases do not put a tick in question 20.

2. CONTENTS

The Main Questionnaire is divided into eight sections.

In the first place we are interested in the respondent's pregnancies - how many children, miscarriages or abortions she has had and when she had these (Section 2).

Next we are interested in factors which may influence her becoming pregnant: knowledge and use of contraception (Section 3 and some questions in Section 4); her desire and plans for more children (Section 5); and her marriage history (Section 7). Further, we want to

know something about her "social position" - which is partly determined by her husband's background, education and job (Sections 6 and 8).

A lot of care has gone into the design of the questionnaire. Though some questions are more important than others, each is included for a definite purpose and each of them is necessary.

LAYOUT AND SKIPS

All questions are printed in English, Fijian and Hindi. In general, you should ask the questions exactly as they are written down on the questionnaire.

All phrases printed in Capital letters should not be read out to the respondent. These are either instructions to you or are codes for recording answers. Since these parts are not to be read out, they have not been translated into Fijian or Hindi.

Consider, for example, question 316. You simply ask the respondent why she stopped taking the pill, and try to fit her answer into one of the categories provided. Do not read out the list of possible reasons as they appear in capital letters.

Questions should be put to the respondent in the order in which they appear in the questionnaire unless a skip instruction tells you to leave out some questions for a particular respondent. For example, if the answer to question 101 is YES, then tick the box for YES and skip to 103, i.e. do not ask question 102 of this respondent but proceed straight to question 103. If, however, the answer to 101 is NO, then tick the appropriate box and go on to ask 102, 103 etc.

It is absolutely essential that you follow all the skip instructions correctly. A mistake in following a skip can spoil the whole interview. For example, look at the skip instruction before question 208 on page 10. Suppose you are interviewing a woman who has 3 children and is not pregnant at the moment. If you forget to skip to 209 (i.e. leave out 208), the next skip (in question 208) will send you straight to question 236 and all the information with which questions 209 to 235 are concerned will remain unanswered.

VII. SPECIAL DIFFICULTIES IN THE MAIN QUESTIONNAIRE;
CHECKING COMPLETED QUESTIONNAIRES

1. SPECIAL DIFFICULTIES:

In this section we summarise some difficult points in the questionnaire to which you must pay special attention.

207 : Note carefully the skip instruction after 207. This skip applies to all women who have had any live births - in other words to a majority of the respondents. Forgetting this skip for these women and going on to 208 will be disastrous since that would mean that a large number of questions remain unasked.

218. This question refers to the respondent's opinion. The respondent can very easily misunderstand the question to mean whether "she thinks breast feeding has any effect on the chances of becoming pregnant" and may say "no" to it when the correct response to the actual question in her case is "yes", i.e., "yes, a woman can become pregnant while feeding her child at the breast".

Always repeat this question after getting a response by saying "Does that mean that she can get pregnant or that she cannot get pregnant while feeding at the breast?"

219. Note that in 214-218 you were referring to the youngest child while in 219 one suddenly changes to the first born child (whether or not alive now).

Section 3. Throughout this section difficulties will arise if the woman does not currently have a husband. From the household schedule you are very likely to know if she does not have a husband at present; use this to ask the questions in Section 3 more tactfully; in particular in such cases always refer to her husband in the past tense like "Did your husband and you ever use....." instead of "Have your husband and you ever used....."

318. If the respondent has told you (in 208 or 226) that she is pregnant at the moment, you need not ask 318, but tick the "NO" box and go on to 321.

326. Deal with 326 for pregnant women in exactly similar way, ticking the "NO" box and go on to 333.

402,412,422.

In these three questions you are asking whether the respondent thought about her having a baby, and not whether she wanted a baby. If the respondent answers "NO", always probe by saying "Can I get this clear. Does that mean you did not want another baby or that you did not think about it?"

413. If the response to this question is "OTHER (SPECIFY)" you are asked

to skip to 414. However sometimes the answer given in 413 may be such that 414 does not remain meaningful for that respondent. In that case you may leave 414 unasked. Note that if answer to 413 is 'NO', you must ask 414.

423. The situation with 423 is exactly the same as for 413.

602. If the husband is a "villager", before going on with 603, ask whether he has always been a "villager". If the answer is 'NO', then tell her that you are going to ask some questions about his most recent work for money and proceed to ask 603. But if the answer is "YES", then in 603 tick 'OTHER (SPECIFY)' and write "Always a villager"; write "villager" in 604 and 605 and proceed to ask 606. In other words, if he has been a villager always, you can write answers to 603-605 without actually asking the questions.

Section 8. These questions are about the respondent's last husband, i.e. the one she had most recently. If she has a husband at present, the last husband means the one she had before this present husband.

2. CHECKING COMPLETED QUESTIONNAIRES

You as enumerators should try to ensure that the information recorded in various questions is consistent. We cannot provide you with a complete set of instructions to check the information you obtain from a respondent for consistency. As you come to know the questionnaire better you will develop the ability to spot inconsistencies in the information you record for, to a great extent, it is a matter of common sense.

After finishing the household schedule you should ask the respondent to wait for a few minutes and quickly go through what you have written down. Similarly, after completing the Main Interview and thanking the respondent for her co-operation you should ask her permission to sit in a corner for a few minutes and go through the questionnaire to see that you have not made any mistakes.

In the following we give some guidelines on how to proceed to check the questionnaire you have filled in. Try to follow all of these checks, particularly during the earlier weeks of your field work. If you find any discrepancies, do not correct these yourself but ask the respondent if she could help.

Household Schedule

1. Check to see that all relevant questions are answered for each household member. Also be certain the questions in the box at the top have been answered.
2. Check to see that the correct persons are ticked in Column 2. Are any "ever married women ages 15 or over, and under 50 who slept here last night" not ticked? If there is a woman who is eligible even though she did not sleep here last night or who is not eligible though she did sleep here last night (see Sec. V for eligibility),

have you made an explanatory note at the top?

Main Interview

- Check that (1) All skips have been followed correctly
 (2) All answers are written clearly
 (3) In each question only one box is ticked.

Section 1.

1. If the answer to 101 is YES then the same place-name should appear in 101, 103 and 104.

If the answer to 101 is NO then a different place-name should appear in 102 to 104.

2. In 109-110, CLASS applies to PRIMARY, FORM to SECONDARY and YEAR to UNIVERSITY.

3. Questions 106 and 107 should be consistent, calculating the woman's age from year and month of birth in 106 and compare with 107.

Section 2.

1. The total in 207 should agree with the numbers given in 201-206. In most cases you will also be in a position to verify that the information in cols. 7 to 12 of the Household Schedule agrees with that in questions 201 to 206.

2. Check pages 11-12 carefully to be certain that all information is entered in accordance with the instructions. In particular check that the children are listed in order of birth. Also, the numbers of living and dead children should agree with the numbers in 207.

3. By comparing the date of birth of the oldest child with that of the mother (in 106), check to see whether she was at least 12 years old when the first child was born.

Section 3.

1. In 301-311 if the answer in Col. 1 is YES then there must be an answer in col. 2. If the answer in Col. 1 is NO then there should be no answer in Col. 2.

2. If she has ever used the pill (301), questions 314-320 must be answered.

If her husband has ever used Condom (307), questions 322-332 must be answered.

If she has ever used the loop (302), questions 334-338 must be answered.

Section 4.

1. Make sure that the skip instruction at the beginning of Section 4 is followed

401 should be asked only if the woman had just one pregnancy - whether or not it resulted in a live-birth.

2. If the answer is "yes" to any of the questions 318 (women still taking the pill), 323 or 326 (husband using condom these days) or 335 (woman still wearing loop), the answer to 411 should also be "yes." So check 411 against these questions.

Section 5 and 6.

1. Make the usual checks like whether skip instructions have been followed and answers are written clearly. Section 6 should be filled in only if the answer to 407 is YES.

Section 7 and 8.

1. If the woman is currently married (YES in 407), then the number of columns filled in 704-707 should be one less than the number in 703.

If the woman is not living with a husband ('No' in 407) then the number of columns filled in should be the same as the number in 703.

VIII. FIELD WORK1. ORGANISATION OF FIELD WORKA. Job Descriptions:

The responsibilities of the different types of staff are described below:

Headquarters Staff at the Bureau of Statistics will have the job of overall control of the whole operation. They will supervise and monitor the work of the supervisors. They will be stationed at Suva but will visit the various sample areas frequently. During these visits they will make spot checks on the operation to investigate whether supervisors and enumerators are coping with their work satisfactorily. These visits will also give the supervisors an opportunity to discuss any problems that may have arisen during the field work. The members of the staff will also take decisions to reallocate areas if there is unequal progress of work.

Supervisors will be of two kinds (i) those that supervise teams of enumerators and are in charge of one region. Their contact with their enumerators will be frequent, often every day; (ii) those that are mobile supervisors. They will be assigned the more scattered and isolated areas and their enumerators will not work in teams of 3 to 5 but in smaller groups or singly. The contact between supervisors and enumerators is likely to be less frequent in this case than in the case of supervisors working with teams.

Mid-way between the supervisors and the enumerators we will have some Senior Enumerators. These will combine the functions of both the supervisor and the enumerator. Senior enumerators are interviewers themselves, but they also take responsibility in their district for the efficient organisation of field work (e.g. travel, accommodation, etc.)

All other enumerators will also be organised in two ways:

- (i) those that work in teams of 3 to 5 and who are supervised by one supervisor with whom they will be in frequent contact (often daily contact);
- (ii) those that work in smaller groups or singly. They will work under a mobile supervisor or sometimes under a senior enumerator. Their contact with supervisors is expected to be less frequent than for those enumerators who work in teams and they will receive their work-load for several days at a time. If you are an enumerator who is going to work in a remote area, for the first few days you will be assigned work in an area where you can be more easily supervised and guided. After these few days you will have a lengthy session with a supervisor and frankly discuss all the problems you may have come across. While you are working in your area, we expect to visit you sometimes during your field work. If any problems arise you must contact headquarters immediately rather than wait for the next meeting with a member of the supervisory staff.

B. Duties of the Supervisor:

The supervisor is the link between you as enumerator and us as members of the Headquarters Staff. She reports to us on the progress of the work and lets us know of your problems during the field work. She supplies you with the materials (questionnaires, stationery, etc.) and collects your work. She helps you with solving any problems that may come up and keeps an eye on your work. She herself visits some of the households you have interviewed to make sure that no mistakes have been made.

C. Duties of the Enumerator:

(i) Collecting all materials required for your work from your supervisor; delivering to her your completed questionnaires.

(ii) Receiving the names and addresses which you have to interview; making sure that adequate information is provided for you to locate the household assigned to you.

(iii) Filling in your 'control sheets' (described in a following section) and returning these to your supervisor as soon as possible.

(iv) Discussing with your supervisor the quality of your work. As an enumerator it is an important part of your job to continuously educate yourself during the field work.

(v) Keeping to the schedule of work allocated to you and immediately reporting to the supervisor if for any reason you are unable to complete the work in time.

(vi) All your work must be of the highest quality. Make sure that you contact the household actually assigned to you. If the people living at an address assigned to you have moved away you must not chase them but interview the new people who have moved into the house previously occupied by the earlier household selected.

In no case should you substitute some other household for the one which is actually selected.

In each case after completing the household schedule you should quickly check that all items have been properly filled in and select eligible women and proceed with the main interview(s) in that household.

All completed questionnaires should be checked at the end of the day's work. If any significant information is left out by mistake you should arrange to go back to the house as soon as possible and complete the main questionnaire. Unless it is convenient, we do not expect you to revisit a house for minor errors in the household schedule.

(viii) Finally, we repeat that as an enumerator you must keep in constant touch with your supervisor and tell her of any difficulties you have come across during your work. We also expect that visiting members of the Headquarters staff will occasionally come in direct contact with you and you will be invited to discuss all matters with them openly.

2. REACHING THE RESPONDENT

We expect that you will have no difficulty in contacting and interviewing eligible respondents. But in certain exceptional cases there may be difficulties. In this section we describe the stages involved in reaching eligible respondents.

A. Locating the Household:

You will be given by your Supervisor:

- 1) List of names of heads of selected households to be contacted together with individual addresses (in urban areas) or the name of the village/settlement (in rural areas).
- 2) Individual slips of paper showing the location of the household on the reverse side. The supervisors will also have one large-scale map of each area which you should consult before starting work in an area.

When on arrival in the field you find that you have located 'Mr Jone's/Ram Prasad's house' but that he and his family no longer live there, you must interview the new occupant as this new household has become the selected one. Never chase the old occupant (Jone/Ram Prasad) in such cases. If you are told that the household on your list has moved away find out where they used to live and interview the new occupants if any. Do not forget to note this change of name of the head of the Interview Record Sheet.

There may be cases where you can't locate the household assigned to you. Before deciding to mark the household as "Not found" on your control sheet you must be quite certain that you made a thorough search and that you checked with the local officials and residents. Notify your supervisor that household was "not found".

Sometimes you may find that members of the household have moved and the house is vacant. Record this on an Interview Record Sheet using the relevant code (UIP).

B. Contacting the Household:

After having located the household and made certain that it is the selected household you have to contact some adult, preferably the head, and complete the household schedule.

It is possible that you will not find anybody at home. In this case go and ask the neighbours when the members of the selected household are expected back. In small places, especially rural areas, you are more likely to obtain information on the whereabouts of people and the time they are likely to be available. In towns you might not get this information and will have to return again, but bear in mind that you should return at a different time of day for this will increase your chances of finding someone at home.

Attempts to recontact a household are called "call-backs". It is important that you record all contacts and call-backs on your control sheets (time, date and outcome) as this will help you and perhaps other enumerators working in the same area to organise field work more efficiently. Obtain all possible information as to when members of the household will be at home. In cases where you find no adult at home you must call-back at least 3 times, making a total of 4 visits. If after these calls you are still unable to establish contact, enter "no one at home" on your control sheet and tell your supervisor.

Do not confuse a casual inquiry from, let's say a neighbour, with a call-back. A call-back means that you have established beyond doubt that no adult member of the household is at home.

In certain cases neighbours or other local officials may tell you that all the members of a household will definitely be away for the whole duration of the survey. When this happens, make certain that the information given to you is correct by calling back at least once, approximately 3-4 days after your first unsuccessful visit. After making certain that the residents are definitely away, write "Away" on your control sheet, marking date and time of your visits and noting any information you have obtained concerning the date of their return.

C. Contacting Respondents:

Do not be discouraged by the above sections describing non-contact and call-backs. Usually, we expect that you will be able to make contact with an adult in the household selected. However, the possibility exists that on making the contact, the people in the household may either:

- i) not want to be interviewed at that time (for example there is a party on, wedding, other types of gatherings, etc.)
- ii) refuse to answer any questions.

In case (i) you should apologise for the intrusion, rapidly explain the reason for your calling and arrange for an appointment convenient to the member(s) of the household. If you suspect that the informant is making up an excuse, attempt to convince him/her that you will not take much time. You must make notes of any appointment made in this way and keep to them.

In case (ii) do not take an outright refusal as a personal insult as there are always people who object to being interviewed. In a survey of the size of the Fiji Fertility Survey you meet all kinds of individuals and it is your job to respect their attitudes.

Never assume that a refusal is final in all cases. People can have various reasons for refusing, some of which can be overcome by you. Explain who you work for, what you want, what the purpose of the survey is and assure them of confidentiality. If all fails, contact your supervisor who will try that household herself; alternatively she might send another enumerator. Do not take it to heart if others succeed where you have failed. People react differently to other people (you must be aware of this in your own attitudes) and therefore others might get a response where you drew a blank. If all attempts fail, "refusal" should be entered in the control sheet.

In all cases of "non-response" make a note of everything you know about those you are unable to interview, e.g. "away on 2 month's holiday," "gone to visit Suva", etc. This information is very important to us as we will be able to tell from this information the kind of people we are failing to interview and the reasons for these failures.

D. Incomplete Interviews:

After completing the Household Schedule you should interview all eligible women in that household. Problems similar to the ones described above may arise - 'not at home', 'come later', 'refusals' etc. In addition there is the possibility of getting incomplete information since the main interview is much longer. Some respondents may not want to give all the information that you need to complete the questionnaire or she may want to end the interview half way or you may make a blunder and leave out some questions by mistake. In such cases of incomplete questionnaires, you must try to call back. Seek the help of the supervisor in the case of refusals or partial refusals (i.e. when the respondent refuses to answer some questions).

In conclusion, please remember NEVER to substitute another household to the one that was selected and has been allocated to you for interview. Doing this would alter the sample and seriously damage the validity of the Fiji Fertility Survey.

3. CONTROL SHEETS: TRAVEL AND COST RECORDS: CHECK-LISTS

A. Purpose of these records:

Control Sheets are used to keep a record of the progress of work. They are essential for maintaining control over the whole operation and for making suitable adjustments as the work progresses.

Travel and Cost Record: on this form, you must record details of all travel expenses and whether you spent the night away from "home".

Failure to maintain will result in non-payment!

Check-lists are used to help you remember to carry sufficient supplies before you set off each day.

B. Interview Record Sheet:

We expect that you will be periodically given a list of say about ten or more addresses which you will be required to complete within a certain period. These names should be copied down immediately on to your Interview Record Sheet. As soon as you have successfully contacted all households listed and interviewed all eligible women, you should hand this sheet back to your supervisor. This record should contain all details of each visit to a household and the outcome of each visit.

The Interview Record Sheet should be filled in as follows:

On the top you will fill your name and the Area Number.

Col. 1 and 2: When the Supervisor assigns the interviews to you, you copy the household numbers and names and addresses of the heads of the households on to your Interview Record Sheet.

Col. 3 to 5 are records of the household interviews. In 3 note down the time, date and outcome of each call you make to the house (we expect that in most cases you will need to make only one call to a house). In the "outcome" box you should use the following abbreviations:

SC	Successful contact
NAH	not at home, i.e. no one at home.
L	Later (The people in the household are too busy at the moment and want you to come later.)
R	Refusal
UIP	House unoccupied for indefinite period
NF	The house <u>not found</u> at all
AWAY	Away for an indefinite period, e.g. on holiday, etc.

In the case of R or NF, you must inform your supervisor as soon as possible.

In the case of NAH you should try to obtain information from the neighbours and decide on the best time to call back.

Col. 4 is designed for any useful remarks such as noting appointments for re-call or the date the household is expected back from holiday etc. you had to seek the help of the supervisor write 'Supervisor contacted'.

In Col. 5 write down the number of women eligible for the main interview found in the household and in Col. 6 give the line numbers from the Household Schedule on which they appear.

Cols. 6 to 8 are to be filled in for each eligible female for the main interview. Columns 7-8 are to be filled in exactly like Cols. 3-4. Note that the codes NF and UIP are not applicable here, but in cases of incomplete interviews, use the code INC. We can provide a space for a maximum of two main interviews per household - in the rare case in which there are more than two, try to squeeze the information for all in the space provided.

C. Travel and Cost Records:

On this record sheet you will in the details and costs of your weekly travel. You will be provided with a sheet for each week of the field work.

On the top you fill in your name and the number of interviews completed during that week.

The six columns of the form are straight forward. At the bottom you add up the total travel costs for the week and hand over the form to the Supervisor on completion.

D. Interviewer's Check List:

Make sure that you have the following materials with you before you set out to your days work.

CHECK LIST

Sufficient Questionnaires

Manual of Instructions

2 Biro's

Identity Card

Note book

Clip - board

Interview Control Sheet with list of names and addresses

Travel and Cost Record

Individual Location Slips

Thank you cards

Appendix 3

SUPERVISORS' ADDENDUM TO THE INSTRUCTION MANUAL

1. INTRODUCTION

All that is said in the *Instruction Manual* is relevant both to you as supervisors as well as to the enumerators. However, there are certain other aspects of your work which are not of direct concern to the enumerator. That is why we have produced this additional document for you.

In section 2, we describe your role as supervisor and in section 3, the 'control sheets' which you need to complete regularly to keep a record of the progress of field work.

In sections 4 to 6 we describe some of your important duties in greater detail. In section 4 we describe how to edit completed questionnaires returned to you by your enumerators. In section 5 we describe the procedure for spot-checking interviews and in 6 tape recording of selected interviews.

In section 7 we give a list of supplies which you must have in ample quantity in the field. Finally, in section 8 some administrative details are described. We hope that you and your enumerators will follow these instructions and find the information useful.

2. DUTIES OF SUPERVISORS

1. Administrative: Supply of materials (household addresses to be contacted, questionnaires, control sheets, stationery) to the enumerators and collection of their work.

Assisting enumerators in matters concerning travel and accommodation.

Weekly payment to the enumerators.

Collecting weekly Travel & Cost (Subsistence) Record from enumerators, querying these if necessary and forwarding these to the H.Q. in Suva promptly. Completing your own T & C Records and sending these to the H.Q.

2. Assignment of work-load to enumerators and providing adequate information to locate the sample households.
3. Constant assessment of the work of every enumerator under your supervision. Making sure that every enumerator has adequate work-load and keeps to the schedule assigned to her. Reporting to the headquarters staff in case any enumerator is unable to do her work adequately in speed or in quality.
4. Filling in the control sheets and returning these to the headquarters staff so that central control over the progress of work can be maintained.

5. Checking the questionnaires enumerated as quickly as possible; constant feed-back to the enumerators on the mistakes they may make and suggesting remedies for these: deciding when re-interviews are required. It is an important part of your job to constantly educate and improve the standard of work of the enumerators.
6. Spot-checking some of the interviews conducted in your areas. For this you will visit some households which have been interviewed.
The purpose of these spot-checks is to see that the household was actually visited by the enumerator, to check that the enumerator did not make a mistake by going to a wrong household, that she correctly identified the usual members of the household, that in the interview she obtains correct information on certain items.
7. Selecting Interviews to be tape recorded and making necessary arrangements for this.
8. If an enumerator reports to you that she cannot locate a selected household, you should try to find it yourself. If you find many cases of failure to find selected households, report to the H.Q. immediately.
9. If it is reported to you that someone refuses to be interviewed, you should visit the household yourself or assign a different enumerator to this before accepting the refusal as final. You will deal in the same way with interviews which are seriously incomplete due to partial refusal (i.e., refusal to answer certain questions by the respondent).
10. Finally, you as a supervisor should keep in constant contact with the headquarters staff and communicate to them any serious difficulties you may come across during your work.

3. TRAVEL AND COST RECORD; CONTROL SHEETS

The purpose of these documents has been described in the *Instruction Manual*.

A. TRAVEL AND COST RECORD is exactly the same as that for the enumerators and need not be repeated here. You must complete it weekly.

In addition to the weekly travel and cost record, the control sheets which you fill in are the SAMPLE HOUSEHOLD LIST (one for each area) and SUPERVISORS' WEEKLY RECORD.

B. SAMPLE HOUSEHOLD LIST

For each of the 100 sampling areas a household list has been prepared. You will be given copies of these lists for each of the areas you are responsible for.

At the top of the sheet, headquarters staff will already have filled in the area name, area no., and the name of the supervisor responsible for the area. After completion of work in the area you enter the total number of eligible women in the sample and the total number of completed main interviews for the area (separately for the Indian & Fijian populations) and return the list to headquarters.

In columns 1 and 2, the household number, name of head of the household and the address will already have been typed in for you. In column 3 you write down the name of the enumerator to whom you assign a household to be contacted, and in column 4 the date on which the assignment was made. **The enumerator at the same time copies household numbers and addresses assigned to her on her Interview Record Sheet.**

Columns 5 to 9 are filled in by you after you have received the completed questionnaires from the enumerators. In columns 5 and 6 you write down the outcome of the **main interviews** from a household.

Column 5 gives the number of eligible women in the household, and 6 gives the number of main interviews which have been completed satisfactorily in the household. In column 7 you will fill in the date on which you check the outcome of the household schedule and main interviews from a particular household.

As was mentioned above, you are expected to spot-check, i.e., visit yourself, some of the households visited by your enumerators. If you yourself have visited a household after it has been contacted by the enumerator — successfully or unsuccessfully — you write in column 8 in the row for that household the date on which you spot checked the house. In column 9 you will write any remarks which you feel necessary. Some of the remarks could be:

- i) If there was a difficulty in locating the household write 'Not Located', or 'Located with Difficulty' as the case may be.
- ii) If there was a difficulty in convincing the people to be interviewed, write 'Refusal', or 'Initial Refusal' as the case may be.
- iii) If someone else has moved into the address which was assigned for interviewing, write down the name of the new people who have moved in there.
- iv) **If the interview is tape recorded** you must make a note of this in the remarks column by writing 'tape recorded'. It is important that you do not forget to do this.

C. SUPERVISORS' WEEKLY RECORD

On this record you will fill in for **every week** of the field work the progress of work of all enumerators under your supervision.

On the top you fill in your name and the date on which the week begins.

There are two parts to this record.

In the first part, there is one line for **every enumerator** working with you. In column 1 you fill in the name of the enumerator; in column 2 the number of household schedules she has finished and returned to you for the week and in column 3 the number of main interviews she has finished and returned to you.

In column 4 you write any remarks on the general performance of the enumerator that

you may think are necessary. For example, you could write 'satisfactory', 'according to schedule', 'work too slow', 'too many refusals', 'schedules incomplete', 'often requiring revisits', etc. In other words, you can keep a record of the general performance of the enumerator in the column.

In the second part of your weekly record you summarize the progress of field work in each area in which your team has worked during the week. In column 1 you fill in the area number. In columns 2 to 4 the number of Fijian, Indian and 'Other' main interviews completed. In column 4 mention any special problems the area may have presented, like 'difficulties in locating addresses', 'travel hindered by heavy rains and floods', etc.

In the four boxes at the bottom, give the total numbers of main interviews completed for Fijians, Indians and 'Others', and the total for all.

4. EDITING THE QUESTIONNAIRE

All questionnaires returned to you by your enumerators should be edited very soon after they have been completed. The reasons for this are quite simple:

- i) if there are many errors in the questionnaires the enumerator or the supervisor can recontact the household to obtain the correct answers;
- ii) the supervisors can quickly determine which enumerators are doing poor work and take corrective action before that enumerator does yet another bad interview.

Editing is an art. You must learn to read the questionnaire quickly and notice any problems such as inconsistencies, irrelevant answers, or poorly followed skip instructions. In section VII of the *Instruction Manual* we have provided a guide for editing the questionnaires. Please carry out each check listed in these instructions for every questionnaire completed. This is particularly important in the first days of field work so that repetition of mistakes can be avoided.

It is worth stressing again that **for each section you check whether**

- i) Skips have been properly followed
- ii) All answers are written legibly
- iii) Only one box is ticked for each question.

In addition to the checks described in the *Instruction Manual*, you should carry out two additional checks.

1. Firstly, you should check that dates in the first pregnancy table (221–225) are all at least 8 months before the first birth recorded in the birth history table. Similarly pregnancies recorded in the second pregnancy table (231–235) should be all after the last birth recorded in the birth history table.
2. Secondly you should compare dates of contraceptive use with dates of births and miscarriages. The principle of this check is to ensure that the dates of reported use of the pill (in 314, 315, 318), the condom (in 322, 323, 326), the loop (in 334, 335), and sterilization (in 341) do not conflict with reported dates of births and miscarriages in section 2. To take the most obvious example it is impossible for a woman to become pregnant after she has been sterilized. Similarly, it is almost certain that an error has occurred if the answers on the questionnaire imply that the respondent was using a method of contraceptive after the fourth month of pregnancy.

All corrections should be marked in red ink on the completed questionnaires. You should feel free to make any comment on the margins. You should discuss these with the enumerator who has conducted the interview.

After you have edited a poor questionnaire, you will have to decide whether or not the respondent should be re-interviewed. It is impossible to lay down precise rules about this but you should order a re-interview where a) several questions have been omitted and b) where there are major inconsistencies in dates.

5. SPOT-CHECKING OF INTERVIEWS

The purpose of spot-checking is to ensure that enumerators have visited the right household and that a few of the most important questions have been correctly answered and recorded.

- i) Spot-checking is particularly desirable in the first week of field work to ensure that interviewing mistakes are detected early in the survey. You must therefore check at least two interviews for each enumerator under your supervision within the first 7 or 8 days of starting the survey.
- ii) You should also spot-check all households which are marked with an asterisk on your sample household lists. (These particular households have been chosen at random).
- iii) You will find, however, that inaccessible areas have no asterisks. In such areas you should carry out some spot-checks whenever you visit them but we leave it for you to decide which ones, and how many, you check.
- iv) Additional spot-checks of the work of any enumerator who is producing poor work should also be made. Again you will have to use your judgement and common-sense to decide how many such additional checks are necessary and how to fit them into your work programme.

We describe below how you should make a spot-check. First, you must edit the completed questionnaire, taking special care to check that the answers in cols. 6-12 of the household schedule are consistent with the answers to questions 107 and 201-206 of the main questionnaire. You should then contact the household and establish that:

- a) it is the correct one, and
- b) that the enumerator did in fact carry out an interview.

Explain to your informant that you are a supervisor and that one of your duties is to

check that enumerators are doing their work properly. Apologise for this further intrusion but say that it will take only a few minutes.

Your next task is to ask questions 6–18 for each woman aged fifteen and over who usually lives in the household, writing down the answers on a blank household schedule form. Make sure that no women have been omitted by asking 'Are there any other women aged 15 or more who usually live in the household?'

You must now compare the answers that you have just received with the answers on the original questionnaire. Any differences must be probed to establish which of the two answers is correct. You may change any incorrect answers on the original questionnaire in red biro but make a note to say that these changes were made as the result of a spot-check.

(If major errors are detected in this way or if the enumerator has missed out a woman eligible for the main interview, you should then proceed to do a complete re-interview using a new questionnaire. After you have re-interviewed, draw a large red line across the front cover of the original questionnaire and write 'Re-interviewed on Another Questionnaire'.)

Finally you should write the household identification number on the household schedule that you have just completed, together with the words 'Spot-Check' and forward it to Suva H.Q. Do not forget to record the fact that the household has been spot-checked on your Household Sample List.

A few final notes about spot-checking:

- a) spot-checks should be made as soon as possible after a household has been interviewed;
- b) if no adult who is a usual member of the household is at home when you call, try to find time to make at least one call-back – if that household is one marked with a red asterisk;
- c) if a spot-check reveals major errors, do additional checks of that particular enumerator's work;
- d) if you find that your other responsibilities are so time-consuming that you are falling behind on spot-checking, notify headquarters.

6. TAPE RECORDING OF SELECTED INTERVIEWS

The following five Supervisors will each be given one tape recorder:

Mrs. Kamla Dass	: Lautoka
Mrs. Barbara Pillay	: Raki Raki/Tavua
Mrs. Charlotte Cheddie	: Suva

Mrs. Vere Navunisaravi : Nausori
Mrs. Salote Kamakorewa : Labasa

Each must obtain 10 tape-recorded interviews from her team of enumerators – at the rate of 2 per week. No enumerator should do more than 2 tape-recorded interviews – in other words the work must be spread equally within each of the 5 teams.

The supervisor must personally check that a) the batteries are sufficiently strong; b) the recorder is in working order; c) the enumerator fully understands how to use it, before issuing a recorder to an enumerator. In all cases the enumerator should be instructed to tape the **first** interview she conducts after the recorder has been issued. Notes in the manual on the use of recorders should be read by supervisor and enumerator. Recording should be started at the **beginning** of the household schedule. If there is no eligible woman in the household or she is unavailable for the main interview, the cassette should be re-wound to the beginning and the next household tape recorded, deleting the earlier recording. If there is more than one eligible woman in the household, only the first respondent should be taped.

One cassette is to be used for each recorded interview. The enumerator should write her name, date and identification number of the respondent on the cassette itself and return recorder and cassette to her supervisor as soon as possible.

The supervisor must then check that the recording has been done correctly and that voices are reasonably audible. If there are serious deficiencies in the tape (e.g., impossible to hear what is being said; batteries ran down during the interview resulting in poor recording; recorder was switched off during the interview and enumerator forgot to switch it on again) then the same enumerator should be instructed to tape record her next interview. Completed cassettes should be returned to Suva headquarters as soon as possible.

7. LIST OF SUPPLIES IN THE FIELD

Supervisors should be sure that they have the following items (in ample supply) with them in the field.

Questionnaires
Control forms
a) Sample Household Lists
b) Supervisors' Weekly Record
c) Travel and Cost Record
d) Interview Record Sheet
Instruction Manual
Supervisors' Addendum
Pens (red and blue or black)
Stapler and refills
Envelopes

Paper and string for wrapping questionnaires for the post
Boxes for storing (temporarily) questionnaires
'Thank you' cards
Maps of sample areas
Household address slips
Tape recorder and batteries (if applicable)
Cassettes

8. SOME ADMINISTRATIVE OBJECTIVES

1. GENERAL

The main survey will start on 18th February 1974 and it is expected that all the enumerators and supervisors will be in the field on that day. The supervisors training of five weeks and enumerators training of three weeks hopefully reduce the number of field problems but if any difficulties arise which cannot be solved by the supervisors, then the technical staff at headquarters should be contacted at once. (For phone numbers, see para. 4 below.)

2. SECRECY OF ENUMERATION

Supervisors, enumerators and officers to whom the work of enumeration has been delegated and all persons who are employed in checking the questionnaires or in other ways have access to the questionnaires must sign the Oath of Secrecy. The supervisors are requested to ensure that the enumerators and any other persons having access to questionnaires are fully warned against unlawful disclosure of information contained in the questionnaire, of negligence in the care of completed questionnaires, or of wrongful use of power and authorities. It should be made clear that no breach will be overlooked.

3. RATES OF PAYMENT

The supervisors and enumerators will be paid as follows:

- a) The supervisors will receive \$20.00 during their training period and \$30.00 during the main survey. It has been decided to pay reduced rates during the training period, as the supervisors are not carrying out field work, but attending training sessions in one locality only.
- b) The enumerators will receive \$15.00 during their training period and \$25.00 during the main survey. The reason for the reduced rate during the training period is the same as for supervisors.

- c) During the training period, supervisors and enumerators who have come from other areas will receive \$2.00 per night as a subsistence allowance. The supervisors and enumerators whose homes are in the training districts will be paid 50 cents as their lunch allowance.
- d) The actual return travelling expenses from the trainees home to the training districts will be reimbursed at the end of the training. This applies to those trainees only who do not reside in the training district. All trainees will be paid travel expenses incurred whilst carrying out the training interviews. No other expenses will be paid during the training period.

4. EXPENSES DURING SURVEY

The supervisors are allowed to use their cars during the survey period and claim mileage at the rate of 8¢ per mile. In some exceptional cases the enumerators will be allowed to use their cars. This will only be permitted when groups of enumerators are travelling together and transport is essential. An enumerator must get her supervisor's permission to use her car and must submit a mileage report to the supervisor on completion of the journey. See section 3 above for the form to be used for this purpose.

The enumerators who are working on their own will use local buses wherever available, otherwise any other form of transport such as punt, horse, etc. The use of taxis or cars is not permissible unless specific permission was granted by the supervisor. The supervisor will have to inform headquarters of the reasons for her decision.

All travelling expenses during the main survey will be reimbursed, provided these are properly certified by the supervisors. All necessary telephone calls will be reimbursed. (Official Suva headquarters telephone number is 25681. After office hours in case of emergency call Suva 382342, Mr. M.A. Sahib's home number).

5. METHOD OF PAYMENT

All wages and reimbursement expenses will be paid by Government cheque. Head-quarter's staff will prepare the payment vouchers weekly, and the cheques will either be posted to the enumerators or given to the supervisors for distribution to the persons concerned.

The travelling and subsistence expenses will be paid periodically.

6. TAX DEDUCTIONS AND PROVIDENT FUND

- a) Basic tax and PAYE system of tax deduction, will be made on all wages. Although the supervisors and enumerators contract to work in their districts for a gross amount, it is necessary to distinguish between what is i) earned income and ii) allowance for the provision and maintenance of transport (if any), as only earned income is subject to income tax.

It will be necessary to deduct PAYE tax from earned income both for supervisors

and enumerators. PAYE will not apply to every officer but only to those who become liable to income tax.

- b) Each of the supervisors and enumerators will have to pay Provident Fund as required by the Provident Fund Ordinance. Before any payment can be made everyone has to become a contributor by obtaining a deposits number. Those who already have their number need not re-register again as their contribution can be deposited on the existing number. Each member will have to contribute five cents per \$1.00 of earned income only. The Fertility Survey, the employers, will pay in an equal sum.

7. COMMUNICATIONS TO THE DEPARTMENT OF STATISTICS

All communications to the Bureau of Statistics must be marked with the sample area number and reference to any enumeration form must include the identification number of the form. Supervisors should not hesitate to communicate with the Bureau of Statistics upon any matter that needs clarification or direction. If writing, please write to Government Statistician, Bureau of Statistics, Box 2024, SUVA. These expenses will be reimbursed. For any postal expenses a receipt is required from the Post Office itself.

8. MAPS

All maps issued have been prepared by the Lands and Survey Department which was requested to supply or procure the latest and best maps available. Topographic maps for most of the districts have also been obtained. In many cases, larger scale maps will be available to enumerators if required.

Appendix 4

INSTRUCTIONS TO LISTERS

I. BACKGROUND AND AIMS OF SURVEY

1. The Fiji Fertility Survey, to which this listing relates, is part of a world wide study of human populations and their fertility trends. The information gathered will assist planners and other Government officials to assess future needs of the population and to promote social and economic development.
2. The Fiji Survey is being conducted on a sample basis. One hundred areas from all over the Dominion have been selected at random, and in each area, a complete listing of households will take place (this is your job). From each of these lists, fifty households will be selected – again at random – to give a total of five thousand households. Early next year these five thousand households will be visited by specially trained female enumerators who will ask married women various questions about their background and family. The answers will be pooled together and fed into a computer to produce a report. All information throughout the Survey will be treated as strictly confidential and no individual names or addresses will be included in the final report.

II. THE JOB OF LISTING – AN OUTLINE

3. Each of you has been given a map with the boundaries of your area marked in thick red ink. It is your duty to list **every household** within this area, taking care not to miss any out and, at the same time, not to include any which lie outside the area. This job should not be difficult, but will require a great deal of careful and painstaking work. It is essential that you maintain a high standard of work for, if these lists are faulty, the whole survey will be seriously damaged.

III. DEFINITION OF HOUSEHOLD AND HEAD OF HOUSEHOLD

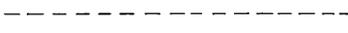
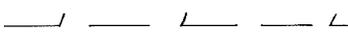
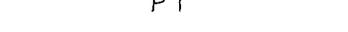
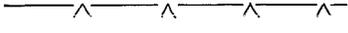
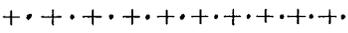
4. Before going into further details, we must define what we mean by a household. A household is a group of people who live together and eat together. Nearly always, this group of people is a family unit with parents and children and perhaps other relatives. One single house may thus contain more than one household. Those of you who are working in towns will come across this situation quite frequently but those of you with rural areas to list will only find a few, if any, such cases. Remember that each household must be listed on a separate page.
5. You are also required to write the name of the head of the household. In most cases, this will be the man who is the chief supporter or wage-earner of the family. In households where there is an old man and an adult son, the head of the household may be either; and similarly where there is a widow and adult children, it may be the mother or one of her children. For your purposes it does not matter which

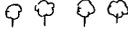
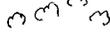
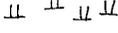
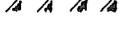
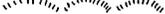
member is considered the head. You should merely ask who is the head of the household and write his or her name down.

IV MAP-READING

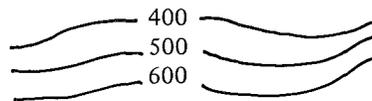
6. To do your job properly you will have to become an expert in map-reading.
7. Listed below are the symbols used on the map. The scale of these maps is 1½ inches to a mile, except in Suva and Lautoka where the scale is larger.

SYMBOLS USED ON MAPS

■ (Black Dot)	_____	Populated area
	_____	Road a culvert and bridge
	_____	Tracks
	_____	Minor Tracks
	_____	Light Railways
	_____	Telegraph or Telephone lines
	_____	Telegraph or Telephone lines along road
	_____	Telegraph or Telephone lines along track
PT	_____	Post, Telegraph Office
	_____	Power Transmission line
● (Blue)	_____	Borehole; waterhole, well spring
	_____	Divisional Boundaries
	_____	Provincial Boundaries
	_____	Tikina Boundaries
	_____	Major Trigonometrical Station
	_____	Minor Trigonometrical Station
 500 400 300 (Brown)	_____	Contour lines (vertical interval 100')
PS	_____	Police Station
+Ch +M	_____	Church and Missions

Sch	————	School
	————	Forest
	————	Light Forest
	————	Scrub
	————	Palm Trees
	————	Marsh
	————	Mangrove
	————	Grass
	————	Scattered Cultivation
 (Uniform) (Grey Area)	————	Cultivation, Plantation (Su = Sugar, C = Coconut)

8. Some of you are lucky and have original maps with the rivers in blue, contour lines in brown and cultivated areas in light grey. Others have photo-copies of the original maps with no colouring and, in these copies, the 'grey' areas have become much darker making it difficult to distinguish tracks, rivers, etc. (Those of you working in Suva have maps with a different colour scheme).
9. Most of the symbols used on the maps are easy to follow. The only one which may need explanation is the contour line. These are lines joining areas of identical height above sea-level. In other words, if you walked along one of the contour lines shown on the map, you would be travelling at the same height all the time. Each contour line denotes a difference in vertical height of a hundred feet. In some maps the actual height of each contour line is marked as follows:



In other maps these figures do not appear. In maps where the height is marked, it is obvious to tell which of two adjacent contour lines is higher. In other maps you will have to use your common-sense. Contour lines nearer a hill-top – marked by a major or minor Trigonometrical Station – are obviously higher; conversely, contour lines decrease in the height they represent as they get nearer a river or stream.

10. The distance between two adjacent contour lines will tell you the steepness of the slope: the closer they are, the steeper the slope.
11. With a little experience, you should be able to tell from the contour lines, together

with the other symbols, the shape of hills and valleys, the type of countryside, etc. You should also be able to locate your position on the map by comparing the view with the map symbols.

V. ESTABLISHING THE BOUNDARIES OF YOUR AREA

12. From the red lines drawn on each map, you must establish as precisely as possible the boundaries of your area. You must take a great deal of care over this, otherwise you may miss twenty or even a hundred households which should have been included, or include a similar number which should have been excluded.
13. You will find that the area boundaries often follow the line of a road, track, river, stream or provincial or tikina boundaries. In all such cases, you must imagine that the area boundary runs down the **middle** of the road, river, etc. so that all dwellings on one side are included and all on the other omitted.
14. There are, however, many cases where your area boundary does not follow any recognizable road, track, stream, etc. This is where your map reading skill, common-sense and judgement are essential. In some cases – for instance, where the boundary line runs straight from the end of a road to a hill top – you will be able to judge by eye which dwellings lie inside the boundary. In other cases it will be more difficult and you should consult your supervisor. If some dwellings appear to lie right on the boundary line, it is better to include rather than exclude them.
15. If part of your boundary line lies high up in uninhabited bush, we do not expect you to walk all round it!

VI. HOW TO PLAN THE LISTING AND ENSURE COMPLETE COVERAGE

16. Before you start, you should plan the order in which you are going to list the various villages, settlements, streets or localities of your area. Only by organizing your work on a logical and methodical basis, can you make certain that no households are omitted.
17. If you are listing a scattered settlement and you come across a house with no-one at home, leave a blank page to remind you to return later.
18. To make sure that no households are omitted you should explore every track in your area; in addition you should seek the advice of the local residents. Some of you may find it helpful to sketch your area on a separate piece of paper and cross off each locality after you listed it. But you must not make any marks on the maps themselves.

19. Dwellings which are permanently empty should be ignored. Dwellings in which the family is away temporarily should be included.

VII. SHOULD EVERY DWELLING BE VISITED?

20. As a general rule, you should pay a visit to each and every house in your area. However, in a Fijian village, where all the houses are close together and everyone knows each other well, this may not be necessary.
21. Where there is an isolated house or group of houses you must resist the temptation to make your listing by questioning a more accessible neighbour for there is always the slight danger of gathering inaccurate information by this means. Furthermore, one of your duties is to describe by map, or by words, how to reach these more isolated houses; and this you can only do properly by paying a visit yourself.
22. If no-one is at home when you visit a house, you may, however, obtain the necessary information from a neighbour, provided you are reasonably confident that the information is reliable. Otherwise you will have to return later.

VIII. APPROACH TO THE HOUSEHOLD

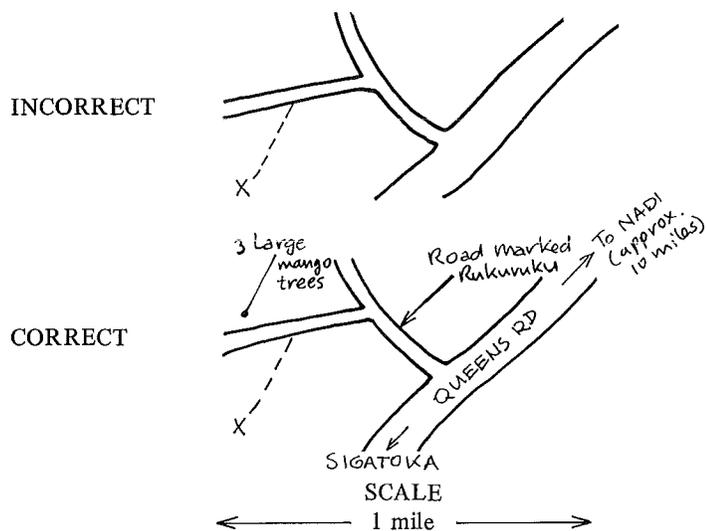
23. District Officers and the Fijian Administration have received advance notice of this survey.
24. When you make contact with a member of a household, you should explain that you are working for the Bureau of Statistics, a Government Department and that you have been instructed to make a list of all households in the area. Tell him or her that all you need to know is the name of the head of the household and the number of people who usually live in the household. If the person asks you why you are making such a list, you should explain the purposes of the Fertility Survey, as described in the beginning of this document. If the person looks suspicious or unconvinced show him or her your identity card and the letter of explanation. Reassure the person about the confidentiality of the information. You must never start asking questions without first explaining who you are, for whom you are working, and what you are doing.
25. It does not matter which member of the household you talk to, provided that person is responsible and able to understand you (for instance do not seek information from a young child).

26. As many of you will have to list households whose mother-tongue is different from your own, we have listed below the key questions in English, Hindi and Fijian. You should rehearse them before you start listing in order to minimize any embarrassment or misunderstanding.
- a) What is the name of the head of this household?
 FIJIAN: O cei beka e liutake tiko na vuvale oqo?
 HINDI: Is ghar ke agua ka naam kia hai?
 - b) How many males (men and boys) usually live in this household?
 FIJIAN: E vica beka na tagane (qase kei na gone) era vakaitikotiko eke?
 HINDI: Kitne mard, our kitne ladke is ghar merahate hai?
 - c) How many females – women and girls – usually live in this household?
 FIJIAN: E vica beka na yalewa (qase kei na gone) era vakaitikotiko eke?
 HINDI: Is ghar me kitne aurathen aur kitnae ladhian rahate hain?
27. When working in Fijian villages, you should always attempt to see the ‘turaga ni koro’ and explain to him the nature of your job before proceeding further.
28. If any household is unwilling to give you the necessary information, contact your supervisor at the earliest opportunity.

IX. ENTERING DETAILS ON THE LISTING BOOKLET

29. As explained earlier, each household should be listed on a separate page. Your booklets contain about forty pages. You should completely fill one booklet before starting on the next. Number each booklet – 1, 2, 3, etc. – on the top left hand side of the front outside cover. In the middle of the bottom of the front outside cover of each booklet, write the number of your area, which is marked in red on your map. ALL ENTRIES on the pages of the booklet should be written neatly in capital letters.
30. You should fill in the space against Province, Tikina and Sample Area Number. These will be the same throughout. The oblong box on the upper right-hand side, however, should be left blank.
31. In the line opposite ‘Name of Head Householder’ write the full name. For Indians, include the name of the father using the abbreviation f/n., e.g., RAM PRASAD f/n SHIU PRASAD.
32. In the line opposite ‘Race’ write the race of the head of the household, e.g., FIJIAN, INDIAN, PART-EUROPEAN, ROTUMAN, etc.

33. In the line opposite 'road/street', enter the house number as well, e.g., 12 BANIWAI ROAD. In most villages and settlements, there will be no street name so leave this line blank.
34. In the line opposite 'town, village, settlement' fill in as appropriate. If the house is very isolated and does not belong to any village or settlement write 'NEAR . . .', with the name of the nearest village/settlement entered.
35. In the box at the bottom right-hand side, you should enter the number of males (M), females (F) and total persons (P) who usually live in the household. You should therefore include any member of the household who happens to be away from home for a week or so but should exclude from the count any temporary visitors.
36. On the back of each page you must write a description and/or draw a small map showing how to reach the household. This should be done in all cases where there may be difficulty in finding the house again during the main survey early next year. Remember that the enumerators who will start work next year will probably be strangers to the district. You must draw your maps and write your descriptions bearing this fact in mind.
37. Take care when you draw maps to show the scale, the direction of any road and the name of any village, settlement or river. Below is an example of an inadequate map and a correct map.



38. An example of a good, written description is as follows:

'Drive down the Queen's Road from Nadi towards Sigatoka for about 10 miles. Turn right down road marked RUKURUKU. Turn left after half mile and continue for ¼ mile until you come to track on the left, just before some large mango trees. The house is nearly ½ mile up this track.'

X. EQUIPMENT

39. You will be issued with the following:

- a map
- listing booklets
- identity cards
- daily record sheets
- ball-point pens
- letters of introduction
- training manual
- a satchel

40. These items should be kept in your satchel for reasons of safety and protection against the rain. Remember that the information is confidential and it is your responsibility to maintain this confidentiality until the time you hand over the booklets, etc., to your supervisor.

41. Daily record sheets should be maintained.

XI. TRAVEL

42. You will be reimbursed for any reasonable travel expenses you incur in your work. This includes bus fares and hire of punts and horses but **not**, except in very exceptional circumstances, taxi fares. Full details of each journey, together with the cost must be entered on your daily Record Sheet. All claims will be checked by supervisors.

XII. LIAISON WITH SUPERVISOR

43. Before the training period ends, you and your supervisor should arrange a time and a place for your first meeting. Wherever possible, this should be within the first three days of starting the work.

44. If you encounter any difficulties with uncooperative householders or concerning

your boundaries, you should contact your supervisor by telephone (or if he lives nearby) by a visit.

XIII. TIME SCHEDULE

45. There are no fixed hours of work but you are expected to complete the job before Friday, December 21st. Some may have to work in the evenings and at weekends to complete the job in time. Other luckier ones may have no difficulty in meeting this deadline. The only rule about working hours is that you should never annoy members of the public by disturbing them too early in the morning or too late at night.
46. Your supervisor will arrange a time and place on Friday, December 21st to meet and hand over all listing booklets, maps, other documents and satchels.
47. If you have been unable to complete the listing by December 21st you will have to give an explanation to your Supervisor who will decide on appropriate action. In exceptionally difficult areas, you may be granted additional pay and allowances to complete the listing in the third week.

XIV. PAY AND CONDITIONS

48. For this training period, local people (i.e., those living near enough to stay at home) will be paid \$1.00 to cover lunch expenses on Friday and Saturday.
49. Those of you living further away will be paid \$4.00 subsistence to cover all expenses for the two days and in addition travelling expenses. Persons living far away from the training centre may have to spend three nights away from home and will be entitled to claim \$6.00 subsistence.
50. These allowances will be paid at the end of the training period.
51. The salary for the listing will be \$15.00 per week giving a total of \$30.00. You will also receive a meal allowance of \$1.50 per week, giving a total of \$3.00.
52. This sum of \$33.00 will be paid to you on December 21st, provided that you have completed the job to the satisfaction of your supervisor and headquarters staff.
53. You should also submit your remaining daily records containing claims for travel expenses on December 21st. These will be verified by your supervisor and at headquarters and you will be reimbursed as soon as possible after Christmas.
54. Travel and any subsistence incurred during the collection of booklets on December 21st will also be reimbursed after Christmas.

FIJI FERTILITY SURVEY
SPECIAL INSTRUCTIONS
FOR LISTING SUPERVISORS

1. Your task is to ensure that listing is properly conducted by giving assistance and by checking. You are responsible for the quality of work produced by your team.
2. Before the training period is over you must:
 - a) Examine each map with the lister and identify possible difficulties with boundaries, etc;
 - b) Make sure that the lister has understood all the instructions and read his manual carefully;
 - c) Arrange a time and a place for your first meeting with the lister;
 - d) Give each of your listers a telephone number through which they can leave a message if in difficulty.
3. You should attempt to visit all listers within the first three days. Thereafter, you should use your judgement as to the frequency of further visits. As a general rule each lister should be visited at least twice in his area. Those with difficult areas, or a poor standard of work, should be visited more frequently.
4. When you pay a routine visit to a lister you should do six things:
 - a) Check that the booklets have been filled correctly and legibly with adequate maps and/or descriptions on the reverse side of each page;
 - b) Carry out a short check in one small part of the area to make sure that households are not being omitted;
 - c) Elicit any problems encountered – especially over boundaries – and give appropriate guidance;
 - d) Verify and countersign all daily record sheets;
 - e) Collect all completed booklets and daily record sheets unless the lister needs them to help him remember which localities he has already covered;
 - f) Arrange a time and place for your next meeting.

5. If you are uncertain how to solve a particular problem ring Mr. David Sukhu, Telephone No. 25681.
6. You will be paid the same allowances for the training period as the listers.
7. Your salary will be \$ 20.00 per week plus \$ 1.50 meal allowance per week. The total sum of \$ 43.00 will be paid to you on December 21st, provided that the work of your team is judged to be satisfactory. If your job as supervisor extends into a third week, you may be paid an additional sum.
8. The centre for collecting booklets on December 21st will be arranged during the training period.
9. Many of you will be using your own cars as the main means of transport and you are entitled to an allowance of eight cents per mile. Full details of each trip must be entered on your daily sheets. Mileage claims will be carefully scrutinized at headquarters before re-imbusement. As we are running this survey on a tight budget, we ask you to be economical in the use of your car.

Appendix 5

MANUAL OF INSTRUCTIONS FOR EDITORS

INTRODUCTION

This short manual is divided into three parts. The first part describes the organization of the Editing Section. The Second part is concerned with the process of editing. The third part, which will be added later, will describe the coding stage.

Part I: Organization of editing section

1. COLLECTION OF COMPLETED QUESTIONNAIRES

Completed questionnaires will be collected by roving supervisors and other H.Q. staff or brought in by field staff themselves. Questionnaires should not be collected before they have been scrutinized by the local supervisor (if any). H.Q. staff should themselves scrutinize as many questionnaires as possible in the field and pass back on the spot any with major errors to be re-interviewed. Completed questionnaires brought from the field should be handed to the Editor-in-charge immediately after arrival.

Completed interview record sheets and spot-check sheets (i.e. household schedules) should also be collected in this way. But weekly travel and cost records and weekly supervisors' reports should normally be posted by the supervisor each Monday morning. The spot-check sheets should be inserted in the respective questionnaires but the interview record sheet and supervisors' weekly record should be filed separately.

2. RECEIPT OF QUESTIONNAIRES.

All questionnaires received in the main Editing Room must be immediately entered into the Editing Register.

The Register will have 11 vertical columns with the following headings:

	Date Received
	Received from: . . .
	Identity Number of Questionnaire
	Enumerator's Name
	Editor's Name
Outcome of Editing	Correct
	Corrected at H.Q.
	Re-interview Sheet sent (date)
	Questionnaire Returned to field (date)

Received back at H.Q. (date)

Remarks.

The Editing Register(s) will be divided into 18 'sectors' defined by area numbers but corresponding as closely as possible to the teams in the field.

3. FLOW OF QUESTIONNAIRES IN EDITING SECTION

There are 36 'pigeon-holes' in the main Editing Room, giving 2 for each of the 18 'sectors'. Unedited questionnaires should be placed on the upper pigeon-hole in their correct 'sector'.

After editing, the result ('correct', 'corrected', 're-interview sheet', 'questionnaire returned') should be entered in the editing register. **Correct and corrected questionnaires** should then be transferred to the Coding Room (on the left hand side as one enters the editor's building). The Identity Number will be entered into a Coding Register which will have 2 or 3 pages for each of the 100 areas and the questionnaire should then be placed in the appropriate area pigeon-hole to await coding and transcribing.

Incorrect questionnaires should remain in the main Editing Room, on the lower shelf of the appropriate sector. If the questionnaire itself has to be returned to the field, it should be given to the next H.Q. staff member visiting that district. The words 're-interview' should be written in large red letters on the front cover. A re-interview sheet briefly describing the errors should also be attached to the questionnaire. The date that each incorrect questionnaire leaves the Editing Section should be recorded in the Editing Register.

Questionnaires that can be corrected on the 're-interview sheet' principle will remain on the lower shelf with a carbon copy of the synopsis tucked under the front cover. As with questionnaires returning to the field, re-interview sheets should be handed over to the next H.Q. staff member visiting that district and the date that each sheet leaves the Editing Section should be recorded in the Register.

The date of return of a re-interviewed questionnaire or a re-interview sheet should be recorded in the Register. The document(s) will then be given to the Editing Supervisor who will carry out a final check or reconcile the information. If the questionnaire has been adequately corrected, the Editing Supervisor should write in the Remarks Column of the Register the words 'Now correct' and the questionnaire passed on to the coding room. If errors still remain, the questionnaire will have to remain in the Editing Room awaiting further action by the research staff.

4. EDITING ITSELF

Detailed editing instructions are described later in this Manual. Each instruction should be carefully followed. Any errors should be noted neatly on the front page, giving the question number or page number only. Editors themselves may make corrections only if the correct answer is perfectly obvious. In all other cases, questionnaires containing errors should be handed to the Editing Supervisor who will decide whether a) the error can be

corrected at H.Q.; b) the error is too minor to worry about; c) a re-interview is required; d) the questionnaire itself should be returned to the field.

The Editing Supervisor should then return the questionnaire to the editor with appropriate instructions. Where a Complex synopsis is required, the supervisor herself will write it.

Part 2: List of edits to be carried out

A) GENERAL INSTRUCTIONS

1. Check all skips. If the enumerator has asked questions which should have been missed out, neatly cross out the answers.
2. Check that no questions have been omitted. Indicate any omissions by writing the word 'omitted', or an inverted V against the question.
3. Indicate an impossible or inconsistent answer by making a note against the appropriate question. E.g.

314. 'Please think back carefully etc. . . .'

JUNE, 1970

.....

MONTH YEAR

315 'For how many months etc. . . . ?

20 (MONTHS)

...

*See p. 11
She had
a baby
in Jan.
1972*

NEVER STOPPED AND STILL TAKING – SKIP TO 319.

4. Any notes you make in the questionnaire itself should be brief and entered on the extreme left-hand side of the page, opposite the question to which they refer.
5. When you come across errors, write the page number and/or question number of the error neatly at the bottom right hand side of the front page of the questionnaire.
6. If there is more than one eligible woman in a household the questionnaires should be edited one after the other, so that you can always cross-check the household schedule against the main questionnaire.

7. As you edit the questionnaire, be alert for inconsistent answers. Though we have listed below the more important checks that must be carried out, you should detect and note any other errors not specifically mentioned in this manual.
8. When you find a mistake or omission, the first step is to see whether the correct answer is obvious. If it is obvious, you may enter the answer. In all other cases the questionnaire should be handed to the Editing Supervisor.
9. In case of any confusion or uncertainty, consult the Enumerator's Manual, the Editing Supervisor or other senior staff.

B) DETAILED EDITS

I. THE HOUSEHOLD SCHEDULE

1. Check the name of the Household Head and Household Number against the Sample Household List.
2. Check to see that all relevant questions are answered for each household number. For eligible women, information missing in cols. 6-18 may be filled in by referring to the appropriate questions in the Main Questionnaire. If the information in col. 17 and 18 is missing for the husband of the eligible woman, these columns may also be filled in by referring to the main questionnaire. (Q. 407). Information missing from cols. 5 and 19 may also be added if the correct answer is obvious. If the omissions cannot be rectified, refer the questionnaire to the Supervisor.
3. Check that all eligible women have a tick in col. 20. (Also check that no ineligible women have been interviewed). If there is no tick, find out whether there is a completed questionnaire for that woman. If there is, enter a tick on the household schedule. If not, attempt to find out what happened by searching the Interview Record Sheets of that particular enumerator. If you are still in doubt whether the correct procedure has been followed by the enumerator, refer the case to the Editing Supervisor.
4. Check that no rows have 'NO' entered in both col. 3 and 4. Remember that 'NO' in one of these columns is valid.
5. Check that all 8 items in the Box at the top of page 5 have been circled with a 'YES' or a 'NO'

II. CROSS-CHECKING HOUSEHOLD SCHEDULE AGAINST THE MAIN QUESTIONNAIRE

For each eligible woman:

1. Compare age in col. 6 against date of birth and age in 106 and 107. Differences of 2 years or less do not matter.

2. Compare total living children in col. 7-10 against total in 201-204, 207 and page 11. Differences in the sex of the children should be corrected where possible by referring to the names of the children. It does not matter whether there are discrepancies in the number of children 'now living with her' and the number 'now living elsewhere'.
3. Compare total dead children in cols. 11 and 12 against total dead in 206 and page 11.
4. Compare cols. 13-16 against most recent live-birth on page 11/12. Differences in the month of birth do not matter.
5. Compare the ages of children in the Household Schedule (col. 6) against 211. Differences of two years or less do not matter.
6. If the eligible woman's husband is listed, check that the answer to 407 is 'Yes'. (and that the answer in col. 18 of the Household Schedule is 'M'). If the answer in col. 18 is 'S', 'W', 'D' check that the answer to 407 is 'No'.

III. FURTHER CHECKS ON DATES IN MAIN QUESTIONNAIRE

These checks on dates can be done most conveniently at the same time as the comparison of the household schedule against the main questionnaire.

1. Check 106 against 107. If the difference is 2 years or less it does not matter.
2. Check that the respondent was at least 12 years old at time of first 'marriage' by comparing questions 106/107 against 701 or 704.
3. Check that respondent was at least 12 years old at time of first live birth or miscarriage by comparing 106/107 against page 11 or 221/222.

IV. CHECKS IN SECTION 1

1. If the answer to 101 is 'Yes' then the same place name must appear in 103. If the answer to 101 is 'No' then the same place name should appear in 102 and 103.
2. Check 110 against 109. If 'primary' in 109 then the 'class' line must be used in 110; if 'secondary', the 'form' line; if university/professional then the 'year' line. Check that information on the year line is **not** a date such as 1965 but a number

(e.g. 1, 2, 3 etc.) or a word (e.g., first, second, etc.)

V. CHECKS IN SECTION 2

1. Check total living and total dead children in 201-206 against similar totals in 207.
2. Check 207 against pages 11 and 12. The total in 207 must be equal to the number of rows used on pages 11 and 12.
3. Check that the number of dead children listed on pages 11 and 12 equals the total of dead children in 207.
4. Check that there is a gap of at least 8 months between consecutive births (except for twins). It does not matter if the children are listed in the wrong order.
5. Check that the name entered in 214 is the name of the most recent live birth (even if that child has died).
6. Check that the dates of miscarriages listed in 221 or 222 are all at least 8 months before the first live birth. Check that the number of miscarriages listed equals the number in 220.
7. If there is more than one miscarriage, check that none of them overlap each other. For instance if the miscarriage in row 2 lasted 6 months, there must be a gap of at least 6 months in 221 between this miscarriage and the previous one.
8. Check that the dates of miscarriages listed in 231-235 are all after the last live birth. If more than one is listed, check that none of them overlap each other. Check that the number of miscarriages listed equals the number in 230.
9. Check that the dates of miscarriages listed in 238-242 do not overlap with each other or with live births on page 11. Check that the number listed equals the number in 237.
10. In summary, your job when editing this section is to re-construct mentally the whole pregnancy and birth history of the respondent to see whether there is any inconsistency.

VI. CHECKS IN SECTION 3

1. In 301-311 check columns 1) and 2) have been filled in correctly. If 'Yes' is ticked in col. 1) then one of the boxes in col. 2) should be ticked. If 'No' in col. 1) then col. 2) should be left blank.

2. Check that if 'Yes' is ticked in col. 2) of 301, then 314 etc. should be answered: if 'Yes' is ticked to col. 2) of 302, then 334, etc. should be answered; if 'yes' is ticked in col. 2) of 304, then 340 should be answered, and the answer to 409 should be 'No'; if 'Yes' is ticked in col. 2) of 307, then 322, etc. should be answered.
3. Check that the dates of pill use (314-315), condom use (322 and 323) and IUD use (334-335) do not overlap with dates of births and miscarriages in Section 2. An overlap of 4 months or less does not matter. In other words, you have to match the contraceptive history against the pregnancy and birth history to detect any inconsistencies.
4. Compare answers about current use of pill (315 or 318), condom (323 or 326) and loop (335) with 410 and 411. For respondents who are recorded in section as current users of the pill, condom or loop, check that the answer to 409 is 'Yes'.
5. Check that all women sterilized (340 and 341) had no births or pregnancies after the date of sterilization.

VII. CHECKS IN SECTIONS 4, 5, 6, 7 AND 8

1. Check that the number in 419 and 427 is greater than the number of living children.
2. Check that the number in 421 and 429 is greater than the number of living children. If it is not, examine col. 2 of the Household Schedule in case some of the children were fathered by men other than the current husband.
3. If the answer in 501 is 'Yes' check that at least one of the answers to questions 502-504 is also 'Yes'.
4. Examine the answers to 506-507, 508, 509. If the pattern of answers appears impossible or very improbable (e.g., respondent is a maid in a hotel and 'in own house' is ticked in 506) enter a query mark and notify the Editing Supervisor.
5. Examine the answers to 603, 604 and 605. If the pattern of answers appear impossible or very improbable (e.g., husband works for Fiji Electricity Authority but 'member of family' is ticked in 603) enter a query mark and notify the Editing Supervisor.
6. Check 608 against 607. If 'primary' in 607, then the 'Class' line must be used in 608 etc.
7. For currently married women answering 'Yes' to 702, check the number in 703 is

at least two, and that the number of columns completed in the marriage history table is one less than the number listed in 703.

8. For women who are not currently married, check that the number of columns completed in the marriage history table is equal to the number entered in 703.
9. For all women check that the dates in the Marriage History Table are in proper sequence (e.g., the first marriage must begin before the second marriage).
10. Check 804 against 803. If 'primary' in 803 then the class line must be used in 804 etc.

Appendix 6

ILLUSTRATIVE PAGES FROM THE FIJI CODING MANUAL

APPENDIX 2

CODING FRAME FOR QUESTIONS 507 AND 604

Professional technical and related workers

- 069 Medical Doctors, Nurses, Pharmacists and related Health Technicians, Health Inspectors.
- 099 Scientists, Architects, Qualified Engineers, Surveyors, Draughtsmen, Ship's Officers, Accountants (qualified), Lawyers, Singers, Musicians, Journalists, Agricultural Field Officers, Army Officers.
- 150 Teachers (school, college and university), Lecturers.

Administrative and managerial workers

- 299 General Managers (except sales), Production Managers (except Farm Managers), Administrative Officers, Personnel Managers.

Clerical and related workers

- 370 Messengers, Postmen and Transport Conductors.
- 399 Government Executive Officers and Inspectors, Customs Officers, Typists, Book-keepers, Cashiers, All Clerks, Telephone Operators, Receptionists, etc.

Sales workers

- 450 Salesmen, Shop Assistants, and Related Workers, Newspaper Vendors, Itinerant Vendors (e.g., peanut sellers), other sales workers.
- 499 Sales Managers, Shop-keepers (own Shop), Sales Supervisors and Buyers, Technical Salesman and Manufacturer's Agents.

Service workers

- 500 Managers and Working Proprietors (catering and hotel trades)
- 510 Housekeeping and Related Service *Supervisors*.

- 531 Housegirls 'Domestic Duties'
- 582 Policemen and Detectives, firemen.
- 584 Soldiers (except officers)
- 589 Watchmen, guards, building caretakers, cleaners.
- 599 Cooks, Bartenders, Waiters, Tea-girls, Launderers, Tour Guides, Flight Attendants.

Agricultural and animal husbandry workers

- 600 Farm Managers and Supervisors.
- 611 General or Mixed Farmers (self-employed) Villagers, Farmers (unspecified).
- 612 Specialized Farmers, e.g. Sugar, Copra (self-employed)
- 620 Agricultural and Animal Husbandry workers (not self-employed)
- 630 Forestry Workers
- 640 Fisherman.

Production, related workers and labourers

- 700 Production Supervisors and General Foreman.
- 800 **Skilled and semi-skilled workers**
(e.g., mechanics, bricklayers, carpenters, tailors, leather workers, welders, plumbers, electricians, painters, machine-operators, drivers: (lorries, cars, vans, taxis etc.)
- 900 **Unskilled** production, construction workers, labourers, dockmen and freight-handlers and packers.
- 999 Not stated.

APPENDIX 3

The following codes should be used in cols. 15 and 16 in Card Type 2, Coding Sheet 2 for each enumerator or supervisor:

Name	Code (cols. 15 & 16)	Name	Code (cols. 15 & 16)
Repeka Salaivalu	13	Charlotte Cheddi	27
Mereia Steven	22	Sunita Shyamji	23
Soma Wati Prasad	23	Agnes Singh	22
Sarojini Naidu	24	Sangita Maya Sharma	23
Barbara Pillay	23	Janie Shah	25
Mere Momo	12	Erelia Nayacakalou	25
Selita Waqa	13	Teresia Burese	26
Bishwa Lal	26	Ela Tukua	25
Pushpa Pillay	24	Sokoveti Rasiga	24
B. Lekh Ram	23	Kalesi George	27
Miamun Nisha Khan	12	Ruci Sikivou	23
Hasmat Nisha Khan	12	Ana Tuivatukalo	24
Seruwaia Verebasaga	13	Lila Wati Joseph	25
A.N. Din	25	Elenoa Heritage	24
Amelia Kaitani	22	Bela Raihman	28
Kamla Dass	24	Hardika Sinha	23
Luisa Bera	24	Madhavi Kanhai	25
Bala Mani Dayal	23	Pushpa Wati Pillay	23
Kanti Swamy	12	Subadra Nath	22
Sagra Nirmala Pratap	23	Chand Anand Singh	25
Iva Mere Ratu	23	Sabira Bibi	23
Shyam Richard	22	Madhuma Wati Singh	22
Bedhmani Nagan	12	Tara Devi Raman	23
Bani Kedar Singh	23	Vere Navunisaravi	24
Veniana Taubale	22	Ani Lati Marr	24
Roshan Bi Khan	24	Luisa Roko	23
Sunila Pratap	11	Caroline Uluiuvuya	22
A.S. Koya	12	Kesaia S.Seduadua	23
Mehrun Nisha Khan	25	Ateca Vakalevulevu Rokosau	12
Esther Bhim Singh	28	Tavenisa M. Koil	23
Akesa Wati	13	Lui D. Tavisia	22
Rejieli Vanawa	13	Veniana Yavanikaira	23
Mere Tuikenatabua	12	Saras Wati	11
Ana Tuisa	12	Adi Kelera Rokotunaceva	24
Liviana Ratulevu	21	Mariamamma Kottaiya	22
Meiva Tinivai	12	Parbati Chandraiya	23
Tara Mati	11	Vidya Lakshmi Pillay	23

Saira Bibi	11	Seruwai Rokosere Fong	24
Saidul Nisha	11	Vinita Singh	23
Rosina David	24	Talaite Matai	12
Salote Kamakorewa	12	Esther Yaliti Seru	12
Mereia Tiko	13	Virisila Simione	15
Nirmala Nair	23	Monica Tabuia	15
Margaret Sami	12	Kalesi Nainoka	14
Elenoa Baleitawake	22	Hazel Nair	25

SECTION 2 (CONTINUED)

IDENTIFICATION		Card no.
Card type	Sample area number	Household number
Line number	Line number	Line number
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
26	26	26
27	27	27
28	28	28
29	29	29
30	30	30
31	31	31
32	32	32
33	33	33
34	34	34
35	35	35
36	36	36
37	37	37
38	38	38
39	39	39
40	40	40
41	41	41
42	42	42
43	43	43
44	44	44
45	45	45
46	46	46
47	47	47
48	48	48
49	49	49
50	50	50
51	51	51
52	52	52

FUJI FERTILITY SURVEY
CODING SHEET 3

SECTION 2 (CONTINUED)

Card type	Sample area number	Household Number	Line number	Card no.
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9
10	10	10	10	10
11	11	11	11	11
12	12	12	12	12
13	13	13	13	13
14	14	14	14	14
15	15	15	15	15
16	16	16	16	16
17	17	17	17	17
18	18	18	18	18
19	19	19	19	19
20	20	20	20	20
21	21	21	21	21
22	22	22	22	22
23	23	23	23	23
24	24	24	24	24
25	25	25	25	25
26	26	26	26	26
27	27	27	27	27
28	28	28	28	28
29	29	29	29	29
30	30	30	30	30
31	31	31	31	31
32	32	32	32	32
33	33	33	33	33
34	34	34	34	34
35	35	35	35	35
36	36	36	36	36
37	37	37	37	37
38	38	38	38	38
39	39	39	39	39
40	40	40	40	40
41	41	41	41	41
42	42	42	42	42
43	43	43	43	43
44	44	44	44	44
45	45	45	45	45
46	46	46	46	46
47	47	47	47	47
48	48	48	48	48
49	49	49	49	49
50	50	50	50	50
51	51	51	51	51
52	52	52	52	52
53	53	53	53	53
54	54	54	54	54
55	55	55	55	55
56	56	56	56	56
57	57	57	57	57
58	58	58	58	58
59	59	59	59	59
60	60	60	60	60
61	61	61	61	61
62	62	62	62	62
63	63	63	63	63
64	64	64	64	64
65	65	65	65	65

SECTION 3

IDENTIFICATION		Card no.
Card type	Sample area number	Household number
Line number	Line number	Line number
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9
10	10	10
11	11	11
12	12	12
13	13	13
14	14	14
15	15	15
16	16	16
17	17	17
18	18	18
19	19	19
20	20	20
21	21	21
22	22	22
23	23	23
24	24	24
25	25	25
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27	27	27
28	28	28
29	29	29
30	30	30
31	31	31
32	32	32
33	33	33
34	34	34
35	35	35
36	36	36
37	37	37
38	38	38
39	39	39
40	40	40
41	41	41
42	42	42
43	43	43
44	44	44
45	45	45
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50	50	50
51	51	51
52	52	52
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54	54	54
55	55	55
56	56	56
57	57	57
58	58	58
59	59	59
60	60	60
61	61	61
62	62	62
63	63	63
64	64	64
65	65	65
66	66	66
67	67	67
68	68	68
69	69	69
70	70	70
71	71	71
72	72	72
73	73	73
74	74	74

SECTION 4

IDENTIFICATION							
Card type	Sample area number	Household number	Line number	Q 401	Q 402	Q 402a	Q 403
1							
2							
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62							

SECTION 5

IDENTIFICATION							
Card type	Sample area number	Household number	Line number	Q 501	Q 502	Q 503	Q 504
1							
2							
3							
4							
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9							
10							
11							
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SECTION 6

FIJI FERTILITY SURVEY

CODING SHEET 4

SECTION 7

IDENTIFICATION							
Card type	Sample area number	Household number	Line number	Q 701	Q 702	Q 703	Q 704
1							
2							
3							
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FIJI FERTILITY SURVEY 1974

SHORT LIST OF CODES

	Q	PAGE	ENTRY	CODE
1.	All questions having Yes, No D.K. and Not Stated except the questions listed below	All pages	Yes No D.K./Didn't mind/ Not sure Not stated	1 2 3 9
Exceptions: Questions 220, 230, 237				
	Entry	Code	Question 607	Entry
	Not stated	0	608	D.K.
				D.K.
				0
2.	Household Schedule col. 2	4	Head Husband-Wife Son-Daughter Son-in-law/ Daughter-in-law Father-Mother Brother-Sister Grandson-Grand-daughter Other relative Unrelated person Not stated	0 1 2 3 4 5 6 7 8 9
3.	All questions on sex	4,5,11,12, 14,15,16	M F Not stated	1 2 9
4.	Household Schedule and Main Questionnaire whenever there is a date	5 All other pages having date in months	January February March April May June July August September October November December Not stated	01 02 03 04 05 06 07 08 09 10 11 12 99

NOTE:

Whenever there is the year written as 19.. omit the 19 and put the year in two digits (e.g., code 1954 as '54)

5.	Household Schedule	5	Married (M) Widowed (W) Divorced (D) Separated (S) Not stated	1 2 3 4 9
6.	Household Schedule	5	Fijian Indian European Part European Pacific Islander Rotuman Chinese Other Not stated	1 2 3 4 5 6 7 8 9
7.	Household Schedule col. (2) eligibility	5	”	1
8.	101	.6	Town Village Settlement Not stated	1 2 3 9
9.	Outcome of Interview	1	Completed Started but not completed Failed to contact Refusal Other Not stated	1 2 3 4 5 9
9a.	Husband present during	40	Yes No Not stated	1 2 9
9b.	Other adult present during interview	40	Yes No Not stated	1 2 3
9c.	Answered Questions in Section 6.	40	Husband Respondent herself Not stated	1 2 9
10.	102	6	Province: Ba Bua Cakaudrove Kadavu Lau Lomaiviti	01 02 03 04 05 06

			Macuata	07
			Nadroga & Novosa	08
			Naitasiri	09
			Namosi	10
			Ra	11
			Rewa	12
			Serua	13
			Tailevu	14
			Rotuma	15
			Not stated	16
10a.	102	6	Town (other than Suva)	1
			Village	2
			Settlement	3
			Suva City	4
			Peri-urban Suva	5
			Not stated	9
11.	108	7	Yes	1
	606	36	No	2
	803	38	Unrecognised school only	3
			Not stated	9
12.	109	7	Primary	1
			Secondary	2
			University/Prof.	3
			Not stated	9
13.	113	8	Catholic	1
	609	36	Methodist	2
	806	39	Christian (all other sects.)	3
			Hindu	4
			Islam	5
			Sikh	6
			Other	7
			No religion	8
			Not stated	9
14.	228	15	Boy	1
			Girl	2
			Either	3
			Not stated	9
15.	215, 216, 217	13	Still breast-feeding	88
	315	21, 22, 24	No sexual relations yet	
			Periods not yet come back.	
	323		Still taking pills	
	335		Still using condoms	
			Still wearing loop	

16.	316	21	Side effects Rumours Became pregnant by accident because forgot pill or ran out of pills Informant and/or husband wanted another baby Separation (temporary or permanent) Husband told her to stop Switched to another method Other Not stated	1 2 3 4 5 6 7 8 9
17.	319	22	If more than 84 packets If don't know/can't remember If not stated	84 88 99
18.	320	22	Health Centre Nurse Outside Health Centre Mobile Clinic Chemist Don't know Other Not stated	1 2 3 4 5 6 9
19.	324	23	Informant became pregnant by accident while using condoms Informant and/or husband wanted another baby Separation (temporary or permanent) Husband wanted to stop Informant wanted method Switched to another method Other Not stated	1 2 3 4 5 6 7 9
20.	327	23	Every time Not every time Other Not stated	1 2 3 9
21.	328	23	Informant Husband Someone else Not stated	1 2 3 9

22.	329	23	If more than 84 condoms Don't know If not stated	84 88 99
23.	330	24	Health Centre Nurse Outside Health Centre Mobile Clinic Chemist Shop other than Chemist D.K. Other Not Stated	1 2 3 4 5 6 7 9
24.	336	25	Removed Fell out Became pregnant with loop inside Other Not stated	1 2 3 4 9
25.	337	25	Side effects Rumours Informant and/or husband wanted another baby Separation (temporary or permanent) Husband told her to remove it Switched to another method Other Not stated	1 2 3 4 5 6 7 9
26.	342	26	Tube tie Other Don't know Not stated	1 2 3 9
27.	402 A 411 413 (a) 424	27 28 29 31	Pill IUD Injection Breast feeding Abstinence Other female methods Condom Withdrawal Vasectomy Rhythm Fiji Methods Other Pill and Condom Pill and Loop	01 02 03 04 05 06 07 08 09 10 11 12 13 14

			Pill and Withdrawal	15
			Condom and Withdrawal	16
			Condom and Rhythm	17
			Withdrawal and Rhythm	18
			Other combinations	19
			Not stated	99
28.	404	27	Yes	1
			No	2
			Didn't mind/never thought	3
			Not stated	9
29.	405	27	Later	1
			No more	2
			Not stated	9
30.	411 A	28	Yes	1
			No	2
			Not sure	3
			Not stated	9
31.	414	29	Woman disapproves	1
	425	31	Husband disapproves	2
			Both disapprove	3
			Neither disapproves	4
			Other	5
			Not stated	9
32.	415	29	Yes	1
	426	31	No	2
			Undecided	3
			Not stated	9
33.	406	28	Code lower end of range in first 2 columns and upper end of range in last 2 columns.	
	418	30	If any or both of the numbers less 10, insert a leading zero in columns respectively.	
	421	32	If only one number entered, code number in both lower and upper end positions and insert leading zeroes if needed.	
	427		If undecided, or D.K.	8888
	429		If not stated	9999

34.	506		33	In own house On family farm Away from home Not stated	1 2 3 9
35.	507 604 801		34 35 38	See Appendix 2 for codes	
36.	508		34	Wage Job Done Goods Sold Other Not stated	1 2 3 4 9
37.	509		34	Member of Family Someone else Self-employed Other Not stated	1 2 3 4 9
38.	510		34	Full time Part-time Other Not stated	1 2 3 9
39.	602		35.	Villager Unemployed Retired Student IU, disabled Other Not stated	1 2 3 4 5 6 9
40.	603 802 (a)		35 38	Member of family Someone else Self-employed Other Always Not stated	1 2 3 4 5 9
41.	605 802		36 38	Agriculture, hunting, forestry fishing Mining and quarrying Manufacturing Electricity, gas, water Construction Wholesale and retail trade restaurants and hotels Transport, storage and communication Financing, insurance real	100 200 300 400 500 600 700

			estate and business services	800
			Community, social and personal services	900
			Not stated	999
42.	607 803	36 38	Primary Secondary University/Prof. D.K. Not stated	1 2 3 4 9
43.	608 805	36 39	Class/Form/Year D.K. Not stated	1-8 0 9
44.	705	37	Death Divorce/Separation Desertion Not stated	1 2 3 9

Appendix 7

STATISTICS ORDINANCE, 1961

Extracts relating to Power to Obtain Particulars and to Offences

POWER TO OBTAIN PARTICULARS

SECTION 8

1. Where any statistics are being collected in accordance with the provisions of this Ordinance, an authorized officer may require any person from whom particulars may lawfully be required under this Ordinance to supply him with such particulars as may be prescribed or which Amended No. 8 of 1964 21.5.'64 the Government Statistician may consider necessary or desirable in relation to the collection of such statistics; and for such purposes such person shall, to the best of his knowledge and belief, fill up such forms, make such returns, answer such questions and give all such information, in such manner and within such reasonable time, as may be required by the authorized officer.
2. An authorized officer may require any person to supply him with particulars either by interviewing such person personally or by leaving at the last known address, or posting to the last known address, of such person a form having there a notice requiring the form to be filled up and returned in the manner and within the time specified in the notice.
3. Where any particulars are, by any document purporting to be issued by an authorized officer, required to be supplied by any person, it shall be presumed until the contrary is proved:
 - a) that the particulars may lawfully be required from that person in accordance with the provisions of this Ordinance,
 - b) that the document has been issued by an authorized officer.

OFFENCES

SECTION 11

1. Any person, being a person employed in the execution of any duty under this Ordinance, who
 - a) by virtue of such employment becomes possessed of any information which might exert an influence upon or affect the market value of any share, interest, product or article, and before such information is made public, directly or indirectly uses such information for personal gain,

- b) without lawful authority publishes or communicates to any person otherwise than in the ordinary course of such employment any information acquired by him in the course of his employment,
- c) knowingly compiles for issue any false statistics or information,

shall be guilty of an offence against this Ordinance and shall on conviction therefor be liable to imprisonment for a term not exceeding two years and to a fine not exceeding three hundred pounds.

- 2. Any person, being in possession of any information which to his knowledge has been disclosed in contravention of this Ordinance, who publishes or communicates such information to any person shall be guilty of an offence against this Ordinance, and shall on conviction therefor be liable to imprisonment for a term not exceeding two years and to a fine not exceeding three hundred pounds.
- 3. Any person who
 - a) hinders or obstructs the Government Statistician or an authorized officer in the execution of any powers under this Ordinance,
 - b) refuses or neglects
 - i) to fill up and supply the particulars required in any return, form or other document, lawfully left with or sent to him, or
 - ii) to answer any questions or enquiries lawfully asked him, under the authority of this Ordinance,
 - c) knowingly makes in any return, form or other document, filled up or supplied under this Ordinance, or in any answer to any question or enquiry asked him under the authority of this Ordinance, any statement which is untrue in any material particular,
 - d) without lawful authority, destroys, defaces, or mutilates any return, form or other document containing particulars collected under this Ordinance,
 - e) refuses without reasonable cause to grant access to records and documents in accordance with the provisions of section 9 of this Ordinance,

shall be guilty of an offence against this Ordinance and shall on conviction therefor be liable to imprisonment for a term not exceeding one year and to a fine not exceeding one hundred pounds.

STATISTICS ORDINANCE
(NO. 29 OF 1961)

OATH OF SECRECY

I,
do swear that I will faithfully and honestly fulfil my duties as
.....
in conformity with the requirements of the Statistics Ordinance, 1961, and that I shall
not without due authority in that behalf disclose or make known any matter or thing
which comes to my knowledge by reason or my employment as such.

Before me

.....

MAGISTRATE

Appendix 8

FIJI FERTILITY SURVEY PROGRAMME FOR ENUMERATOR TRAINING (FROM 28th/30th JANUARY, 1974)

- DAY 1**
- Morning:** Welcome and Introduction to Fiji Fertility Survey (Issue of Oath of Secrecy), Statistics Ordinance (Identity cards); travel expenses; nature and purpose of training programme; conditions of employment.
- Afternoon:** Outline of Survey from beginning to end. Introduction to Questionnaire and Manual.
- Homework:** Read Sections I, II, IV of Manual.
- DAY 2**
- Morning:** Dummy interview in English (Simple case)
Detailed consideration of Household Schedule with examples to be recorded. Eligibility for main interview.
- Afternoon:** Detailed consideration of Sections 1 and 2 of Main Questionnaire.
- Homework:** Read Notes on individual questions (Sections 1 and 2) in the Manual.
- DAY 3**
- All Day:** Detailed consideration of Sections 3 – 8 of Main Questionnaire in English.
Dummy Interview (2 Supervisors) in English (Answers to be recorded).
- Homework:** Read Notes on individual questions (Sections 3 – 8) in the Manual.
- DAY 4**
- Morning:** Lecture on Contraceptive Methods.
Results of recording on Day 3.
- Rest of Morning and Afternoon:** Detailed consideration of Main Questionnaire in Hindi and Fijian (Each supervisor to instruct a group).
- Homework:** Finish and/or re-read notes on individual questions.

DAY 5	Morning:	The Art of Interviewing. Use of tape recorders.
	Rest of Morning and Afternoon:	Interviewing in pairs. Each supervisor to be interviewed by an enumerator in Hindi and Fijian – while the rest listen
	Homework:	Read Section III of Manual.
DAY 6	Morning:	Further training in use of Household Schedule and Questionnaire. Listening to tape recorders. Dummy interviewing, etc.
	Afternoon:	Group A do field work with supervisors: first interview to be done by supervisor watched by 2 – 3 enumerators; Second interview by enumerators themselves.
	Group B:	Free afternoon for study.
DAY 7	Morning:	Group B to do field work as on Day 6. Group A to discuss yesterday's field work and individual assessment.
	Afternoon:	Group B discuss mornings field work and individual assess- ment. Group A -- afternoon free for study.
DAY 8		All trainees to spend whole day in the field – 4 interviews each (2 Fijian and 2 Indian, tape recordings to be made). Supervisors to receive additional briefing on their respon- sibilities.
DAY 9		Play back of previous day's tape recordings. Individual and group assessment of previous day's tape recordings. Individual and group assessment of previous day's work. (Supervisors to edit and correct questionnaires).
DAY 10		Organization of field work. Test on knowledge of Manual and probes, etc.
DAY 11	Onwards	Further field work and assessment as required.

TEST

NAME: _____

FOR ALL CASES, THE INTERVIEW IS CONDUCTED IN FEBRUARY 1974

I. QUESTIONS 1 – 5

CALCULATION OF PRESENT AGE FROM DATE OF BIRTH

(To be read out)

1. _____
2. _____
3. _____
4. _____
5. _____

II. QUESTIONS 6 – 12

CALCULATION OF DATES, AGES, ETC.

6. Respondent is aged 35 and usually lives in Suva; she first came to Suva at the age of ten. She stayed in Suva until she was 18 when she moved to Ba for four years; she then returned to Suva where she has been ever since. What is the correct answer to 104?

7. Respondent is aged 27. Her first child was born eight years ago. She had a miscarriage a year before the birth of her first child. What is the answer to Q. 232?

8. Respondent is aged 45. Her last child was born sixteen years ago. She had a miscarriage four years after the birth of the last child. What is the correct answer to Q. 232?

9. Respondent first started taking pills one year after the birth of her third child who was born eight years ago. In what year did she start the pills? (Q. 314)

10. Respondent's first child was born three years ago. She and her husband first started condoms two months after the birth of this first child. In what year did she and her husband start condoms? (Q. 322)

11. Respondent is 37 years old. She first started living with her husband when she was 22 years old. What is the year of marriage? (Q. 701)

12. Respondent is 28 years old. She first started living with her husband when she was 17 years old. What is the year of marriage? (Q. 701)

III. USE OF PROBES

(Answers to be written in Fijian or Hindi)

13. Respondent has borne three children, but the first born has died. She can remember the year and month of birth of the two living children but has forgotten when the first live birth occurred.
Write down in Fijian or Hindi two possible probes to find out the answer to Q. 211 for their first live birth.

14. Respondent says 'YES' to Q. 214 but cannot remember in answer to 215. Write down in Fijian or Hindi two possible probes.

15. Respondent is aged 32. She has had two live births – the first ten years ago and second seven years ago. She has also had one miscarriage since the last live birth but in answer to 232 she says 'Can't remember'. Write down in Fijian and Hindi two possible probes to obtain an answer to Q. 232.

16. Respondent says she started pills a long time ago but cannot remember the year or the month. She is currently married, has three living children and is aged 33. Write down two possible probes in Hindi or Fijian.

17. Respondent is aged forty-eight, is currently married and has borne six children. In answer to 101 she says 'over twenty years ago'. Write down two possible probes in Hindi or Fijian.

IV. RECORDING OF RESPONSES AND USE OF PROBES

(Write your answers in English)

18. In answer to Q. 111 Respondent says that she never sees any newspapers. What should you do?

19. In answer to Q. 213 about a child who died Respondent says 'He only lived for three days'.

_____ MONTHS
_____ YEARS

20. In answer to Q. 218 Respondent says 'NO'. What should you do?

21. In Q. 233 Respondent says 'about one-and-a-half months'. What should you do?

22. In Q. 228 Respondent says 'I don't Mind'. What should you do?

23. Respondent started pills in October 1968. In Q. 315 she says 'I am taking the pills at the moment'. What should you do?

24. In Q. 324 Respondent says 'I was pregnant'. What should you do?

25. In Q. 330 Respondent says 'I bought them from the nurse'. What should you do?

26. In Q. 337 Respondent says 'My husband told me to remove it. He wanted another son'. What should you do?

27. In answer to Q. 403 Respondent says 'No I wanted to wait a little longer'. What should you do?

28. Respondent has had four live births – all of whom are still living. She answers 'NO' in Q. 404 and 'NO MORE' in 405. In answer to 406 she says '5 or 6'. What should you do?

29. Respondent has four living girls but no living boys. In answer to Q. 419 she says 'We both want a son', What do you do?

30. In Q. 510 Respondent says 'I used to work in the mornings only from 8 o'clock till the middle of the day. I worked five days a week'. What do you do?

31. In answer to Q. 601 Respondent says 'My husband has been sick for a long time'. What do you do?

Appendix 9

DEPLOYMENT PLAN FOR SUPERVISORS AND ENUMERATORS

General Note: Enumeration of households in 'Others' category will be either by Fijian or Indian enumerators, depending on convenience and/or language easily understood by the householders.

RAKIRAKI AREA			SAMPLE AREAS	HOUSEHOLD TO INTERVIEW			
Supervisor	F	Miss Repeka Salaivalu		Fijian	Indian	Others	Total
Enumerator	F	Mrs. Mereia Steven	72 Burenit	24	8	0	
	I	Mrs. Soma Wati Prasad	73 Navolau	56	19	0	
	I	Mrs. Sarojini Naidu	75 Navuavua	8	46	4	
			74 Navunidogola	17	21	0	
				105	94	4	203

Note: Mrs R. Salaivalu, Supervisor to help in enumeration of Fijian households.

TAVUA AREA			SAMPLE AREAS	HOUSEHOLD TO INTERVIEW			
Supervisor	I	Mrs. Barbara Pillay		Fijian	Indian	Others	Total
Enumerator	F	Miss Mere Momo	17 Korovou	13	23	0	
	F	Miss Selita Waga	16 Tavua	20	26	3	
	I	Mrs. Bishwa Lal	18 Vatukoula	34	16	0	
	I	Mrs. Pushpa Pillay	15 Tagitagi	3	46	0	
	I	Miss Barun Wati (Senior)	20 Navala	17	10	0	
			19 Nadarivatu	0	11	0	
				87	132	3	222

NOTE:

1. Mrs. B. Pillay will be Roving Supervisor for Western Division, while having special responsibility for Tavua, Rakiraki and Ba areas. Miss Barun Wati will help her in supervising of Indian Enumerators at Rakiraki as well as Tavua areas. Mrs. B. Pillay to supervise Fijian enumeration where she could be helped by H.Q. Roving Supervisor.
2. Tavua area Fijian enumerators to help in Rakiraki and Ba areas also.

NADI AREA

Supervisor	I Mrs. Banu Kedar Singh					
Enumerators	F Mrs. Veniana Taubale	09 Legalega	3	48	0	
	I Mrs. Roshan Bi Khan	11 Votualevu	5	49	1	
	I Miss Sunila Pratap	10 Namotomoto	31	34	2	
		12 Qeileloa	1	42	0	
		13 Korovuto	1	32	1	
		56 Momi	11	28	0	
			52	233	4	289

Note: Fijian enumerator to help in Lautoka areas as well.

SIGATOKA AREA – GROUP I

		INDIAN HOUSEHOLDS ONLY IN:				
Supervisor	I Miss A.S. Koya					
Enumerator	I Mrs. Mehrun Nisha Khan	57 Lomawai	25	23	0	
	I Mrs. Esther Bhim Singh	58 Batiri	9	34	0	
		55 Semo	16	28	0	
		59 Vunabua	26	26	0	
		60 Naveyago	26	20	0	
		54 Vatukarasa	35	17	9	
			137	148	9	294

SIGATOKA AREA – GROUP II

Supervisor	F Miss Akesa Wati					
Enumerator	F Miss Reijieli Vanawa	Same areas as above but only Fijian Households,				
	F Miss Mere Tuikenatabua	plus				
	F Miss Ana Tuisa	61 Vatulele	55	0	0	
		14 Narata	73	0	0	
			128	0	0	128

RE-INTERVIEW SHEET

IDENTIFICATION NUMBER					
SAMPLE AREA		HOUSEHOLD		LINE	

NAME OF RESPONDENT: _____

ADDRESS: _____

NAME OF ENUMERATOR: _____

DATE OF ORIGINAL INTERVIEW: _____

DESCRIPTION OF MISTAKES/INCONSISTENCIES:

RE-INTERVIEW RESULTS: (continue on the back of this page, if necessary)

RE-INTERVIEWED BY: _____

DATE: _____

AREA: _____

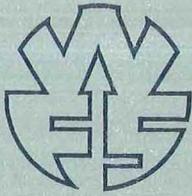
HOUSEHOLD RESPONSE RATE

	F	I	O	TOTAL
TOTAL SELECTED HOUSEHOLDS				
TOTAL SUCCESSFULLY INTERVIEWED AND PROCESSED				
NON-RESPONSE				
1. House Demolished				
2. Duplication with other selected household				
3. No trace				
4. House Unoccupied for indefinite Period/Vacant				
5. No one at home/Away temporarily				
6. Refusal				
7. Lost (i.e., allegedly interviewed but not received)				
8. Missing (i.e., received at H.Q. but missing)				
9. Questionnaire returned for re-interview but never received back				
10. Unaccounted for (i.e., no explanation given)				
11. Other reasons				

ELIGIBLE WOMAN RESPONSE RATE

(For Households Successfully Interviewed & Processed)

1.	Not at home				
2.	Refusal				
3.	Lost (i.e., allegedly interviewed but not received)				
4.	Missing (i.e., received at H.Q. but missing)				
5.	Questionnaire returned for re-interview but never received back				
6.	Ill/Mental Case				
7.	Other Reasons				
	TOTAL ELIGIBLE WOMEN SUCCESSFULLY INTERVIEWED AND PROCESSED				



WORLD FERTILITY SURVEY

OCCASIONAL PAPERS

- | | |
|--|--|
| 1. Fertility and Related Surveys | William G. Duncan |
| 2. The World Fertility Survey:
Problems and Possibilities | J. C. Caldwell |
| World Fertility Survey Inventory:
Major Fertility and Related Surveys 1960-73 | |
| 3. Asia | } Samuel Baum <i>et al</i> |
| 4. Africa | |
| 5. Latin America | |
| 6. Europe, North America and Australia | |
| 7. The Study of Fertility and Fertility Change
in Tropical Africa | John C. Caldwell |
| 8. Community-Level Data in Fertility Surveys | Ronald Freedman |
| 9. Examples of Community-Level Questionnaires | Ronald Freedman |
| 10. A Selected Bibliography of Works on Fertility | György T. Acsádi |
| 11. Economic Data for Fertility Analysis | Deborah S. Freedman (with Eva Mueller) |
| 12. Economic Modules for use in Fertility Surveys
in Less Developed Countries | Deborah S. Freedman and Eva Mueller |
| 13. Ideal Family Size | Helen Ware |
| 14. Modernism | David Goldberg |
| 15. The Fiji Fertility Survey:
A Critical Commentary | M. A. Sahib <i>et al</i> |
| 16. The Fiji Fertility Survey:
A Critical Commentary-Appendices | M. A. Sahib <i>et al</i> |
| 17. Sampling Errors for Fertility Surveys | L. Kish <i>et al</i> |
| 18. The Dominican Republic Fertility Survey:
An Assessment | N. Ramírez <i>et al</i> |
| 19. WFS Modules: Abortion · Factors other than
Contraception Affecting Fertility · Family
Planning · General Mortality | WFS Central Staff |